

TRUELINE SYSTEMS

Payroll

Reference Manual

Version 1.0, Release 4.3

Trueline Systems
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First Edition March 2000

This edition applies to Version 1.0, Release 4.3 of the **TRUELINE SYSTEMS** software, and to all subsequent software modifications until indicated otherwise.

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Chapter 1: Introduction to Payroll

Chapter 1 explains the overall organization of this manual and introduces the **TrueLine** System's Payroll (P/R) Application.

In this Chapter

About This Manual	1-3
Payroll Overview	1-6
Navigating the Payroll Menus	1-7
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About This Manual

This manual presents reference information about the **TrueLine** Payroll Application. Before you use this manual, you should be familiar with basic accounting principles and data entry on the IBM AS/400. If you are not familiar with how to enter data in the **TrueLine** System, we recommend that you review the “Using **TrueLine**” guide.

The information in this manual is divided into six chapters and an Appendix:

- ♦ **Chapter 1, Introduction**, describes the organization of the manual, covers the conventions used in the manual, and provides an overview of the application.
- ♦ **Chapter 2, Setup**, explains important decisions that determine how your company will use this application. Setup also includes codes that must be defined to the system before you can use certain functions of the application.
- ♦ **Chapter 3, Master Files**, covers adding, changing and deleting records in the master files that store basic data for each application.
- ♦ **Chapter 4, Processing**, describes the processes performed by this application.
- ♦ **Chapter 5, Inquiry**, tells you how to view information online.
- ♦ **Chapter 6, Reports**, presents the optional management reports. File listings are located with the associated files in Chapter 2 (Setup) and Chapter 3 (Master Files). Automatically generated reports follow the processes that generate them in Chapter 4 (Processing).
- ♦ The **Appendix** describes each file specific to the application, how journaling is performed, and other technical information, such as default schemes for the application.

If your organization has had menus or screens tailored to its specific needs, the sample menus and screens in this manual may differ from those on your system.

Conventions Used in This Manual

This manual follows certain conventions to emphasize and organize information. Becoming familiar with these conventions will help you in using this guide.

Menu Options

Most of the information in this manual is presented by menu and option. When a group of options is necessary to perform an entire function, a section about that function (“About ...”) provides information important to the entire group of options.

Each menu/option includes step-by-step instructions that lead you through the option. The steps explain how to access the screens from the menu, what functions to perform with the screens, and how to return to the menu when you are finished. A sample of each screen is provided with field and function key descriptions. For reports, each column and row is described and a sample report is included.

Screen Samples

Screen samples are designed to resemble as closely as possible the screens as they appear on your EasyView display. In some cases, fields that are dependent on having specific applications installed or that are dependent on definition setup questions may not be displayed. However, the field descriptions will include all possible fields and their descriptions.

Field Descriptions

Field descriptions are provided for each field on the screen. The field requirement, which follows the field name, indicates the field entry capability:

- **Required.** These fields require valid information. Required fields are used by the system to identify the record, to tie it to other records, or to provide sufficient information to perform a function. If a required field is left blank or contains incorrect information, it is highlighted in red when you press Enter, and you cannot continue with data entry or processing until it is correctly filled.
- **Optional.** These fields can be left blank without causing immediate errors. However, some of these fields may be needed if you use certain system features. We recommend that you fill in optional fields whenever possible.

In some cases, if you fill one field, you must leave another blank. For example, you may be required to fill one of three fields and leave the other two blank. When you are required to enter information in one of the fields, all three are described as optional.

- **Display only.** These fields contain information that cannot be changed on this screen. These fields are protected in order to preserve the validity of information. The information displayed in these fields is either entered at another screen or calculated by the system.

Field Types

Each field description indicates what type of character is allowed:

- **Characters.** An alphanumeric field that allows you to type letters and/or numbers. Example: A field that accepts up to 30 alphanumeric characters is described as “Maximum 30 characters.”
- **Digits.** Some fields accept only numbers, such as the Job Number field. Example: A field that accepts up to six numbers is described as “Maximum 6 digits.” A field that accepts up to nine digits, two of which are after the decimal point, is described as “Maximum 9 digits, 2 decimals.” Fields that accept the minus sign are also described as digit fields.
- **Variables.** Some fields are user-defined and vary in length depending on how your company has set them up. For example, the cost code and general ledger fields are variable fields. These fields are described as variable length characters for alphanumeric fields, or variable length digits for numeric fields.

Function Keys

The Functions Keys that are active at a screen are described following the field descriptions for that screen.

Payroll Overview

The Payroll Application provides an efficient means to manage and account for wage and salary expenses. With P/R, you can maintain personnel records, wage rates, tax, and deductions master files; enter time; process employee entitlements; calculate and generate payroll checks manually and by computer; void and reverse checks; process check reconciliation; and produce reports for government and union reporting as well as your own management needs.

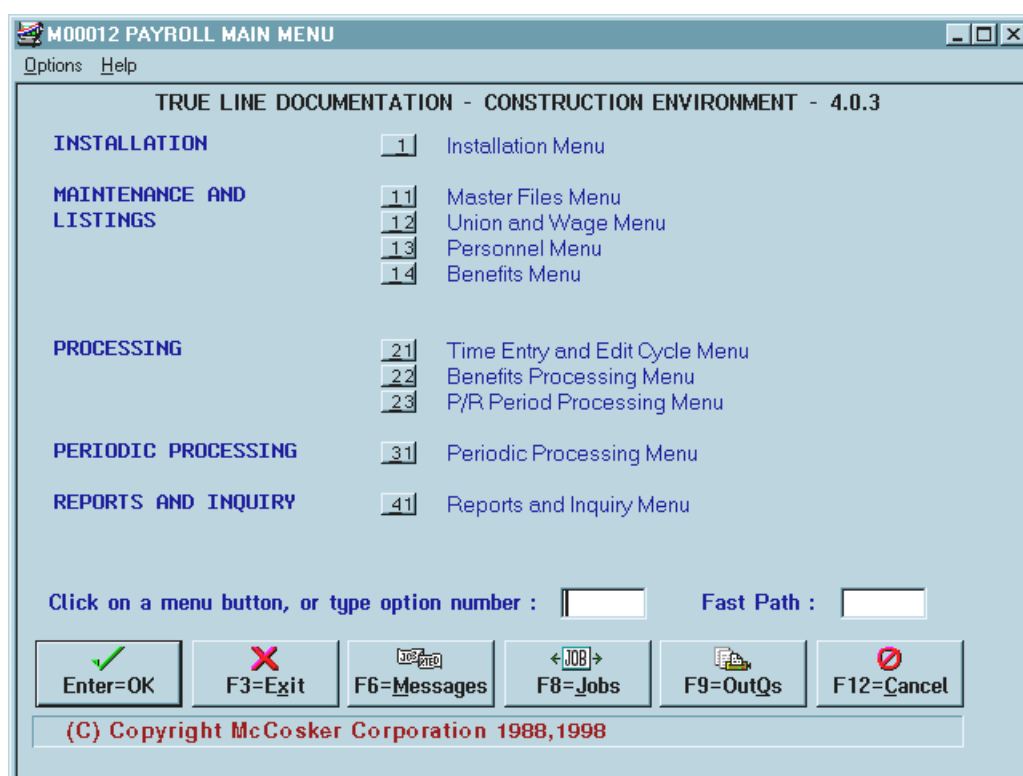
Navigating the Payroll Menus

This application uses several menus to access the entry, processing, inquiry, and reporting options. These menus are displayed on the following pages, with brief summaries of each menu option.

Payroll Main Menu

This is the main menu for the Payroll Application. The system displays this menu when you select Option 15, Payroll Menu (12), from the Main System Menu (1).

Use this menu to access the application-specific menus for installation and master file maintenance, including union information, personnel and benefit records, and entitlements. This menu will also access the processing functions of time entry, benefits, regular and periodic processing. You can also access reports and inquiry from this menu.



Option 1, Installation Menu - leads to options that allow you to define you P/R system and to set up and maintain the system codes tables.

Option 11, Master Files Menu - leads to options that set up and maintain Master Files that will be used throughout the P/R Application. From this menu, you can access the Allocation Menu.

Option 12, Union and Wage Menu - leads to options that maintain the union and wage Master Files and print the listings.

Option 13, Personnel Menu - leads to options that maintain Personnel Master files

and print the listings.

Option 14, Benefits Menu - leads to options that define benefits packages and entitlements and print the listings.

Option 21, Time Entry and Edit Cycle Menu - leads to options that process regular time entry.

Option 22, Benefits Processing Menu - leads to options that process benefits for personnel.

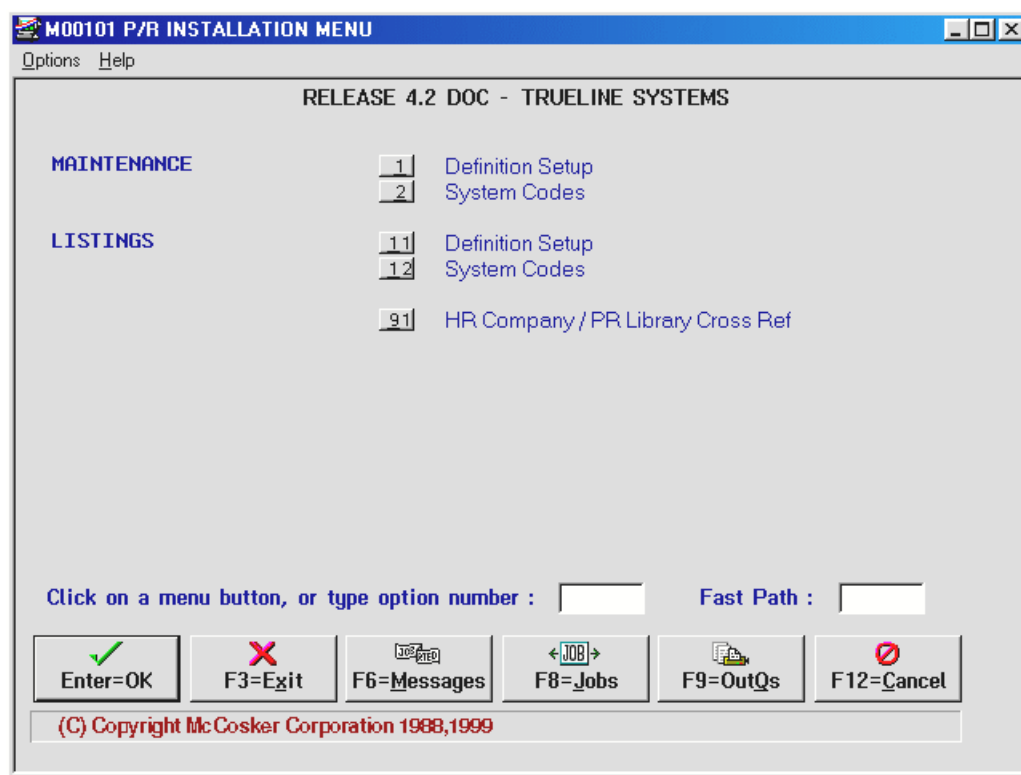
Option 23, P/R Period Processing Menu - leads to options that process the tasks performed regularly in P/R. From this menu, you can access the Pre Pay Menu and the Direct Deposit Transmission Menu.

Option 31, Periodic Processing Menu - leads to options that process the periodic tasks performed in P/R. From this menu, you can access the P/R Check Reconciliation Menu and the P/R W2 Tax Processing Menu.

Option 41, Reports and Inquiry Menu - leads to options that run the management reports and inquire into P/R Master Files. From this menu, you can access the P/R Ethnic Job and District Menu.

P/R Installation Menu

This menu contains options required to maintain the P/R Application system definition and coding files. This menu (101) is Option 1 from the Payroll Main Menu (12).



Option 1, Definition Setup - allows you to define the features of your P/R system.

Option 2, System Codes Maintenance - allows you to set up and maintain the codes used throughout the P/R Application.

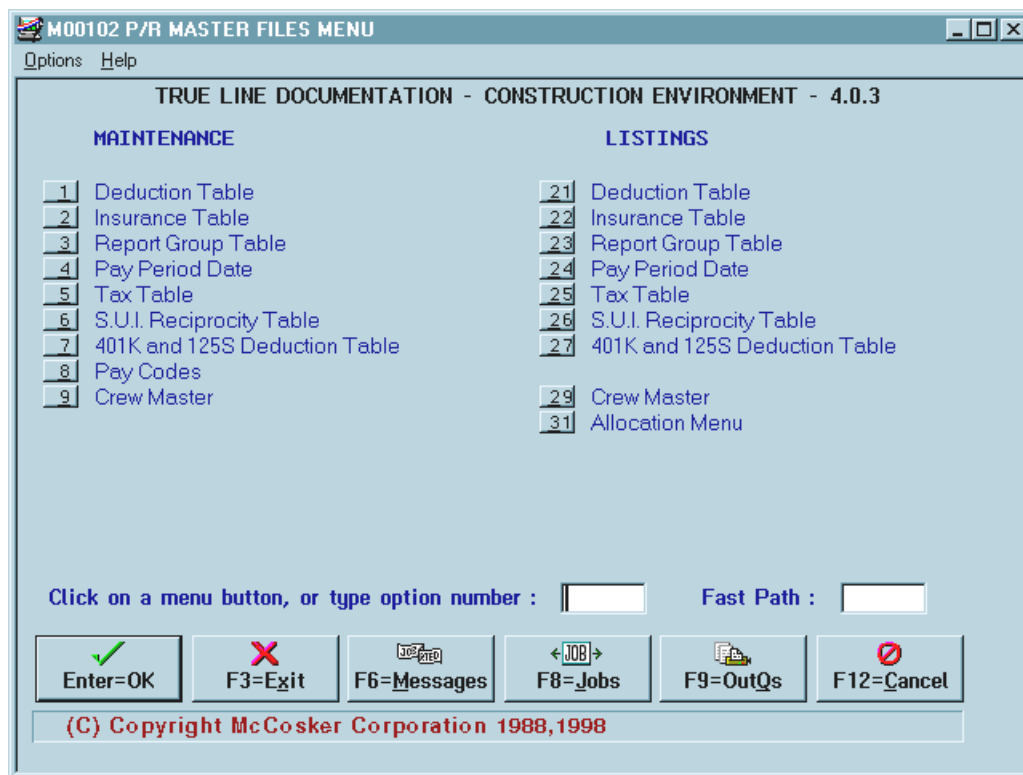
Option 11, Definition Setup Listing - allows you to print a list of the Payroll Definition Setup file.

Option 12, System Codes Listing - allows you to print a list of the system codes you defined for the P/R Application.

Option 91, HR Company/ PR Library Cross Reference - allows you to maintain a cross-reference between Optimum Solutions companies and **TrueLine** payroll libraries. This option only displays if Human Resource Interface Bridge is installed. For more information, see the “Human Resource Interface to Optimum” interim documentation and your Optimum Solutions documentation.

P/R Master Files Menu

This menu contains options required to maintain the Payroll Master Files. This menu (102) is Option 11 from the Payroll Main Menu (12).



Option 1, Deduction Table - to define each miscellaneous deduction by a deduction number, description, and rules.

Option 2, Insurance Table - to set up and maintain workmen's compensation and personal liability/property damage insurance records.

Option 3, Report Group Table - to set up and maintain the codes and descriptions you use to identify report groups.

Option 4, Pay Period Date - to maintain your pay period ending dates in the Payroll Date Schedule Master file.

Option 5, Tax Table - to maintain federal, state, county, and city tax table information for the current, prior, and the next payroll year.

Option 6, S.U.I. Reciprocity Table - to maintain state reciprocity records.

Option 7, 401K and 125S Deduction Table - to maintain the 401K and 125S deduction information.

Option 8, Pay Codes - to define and maintain the codes to identify lump-sum payments.

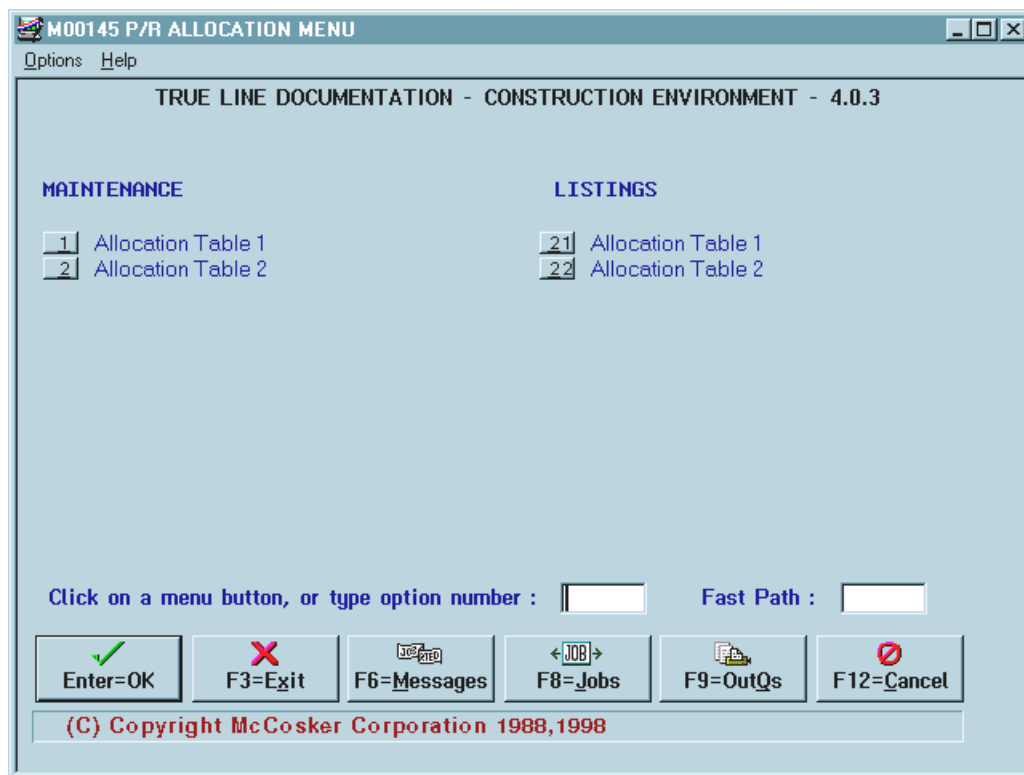
Option 9, Crew Master - to set up and maintain the Crew Master file.

Option 21, Deduction Table Listing - to print the optional Deduction Table Master listing.

- Option 22, Insurance Table Listing** - to print the optional Insurance Master listing.
- Option 23, Report Group Table Listing** - to print the optional Report Group Table listing.
- Option 24, Pay Period Date Listing** - to print the optional Pay Period Date Listing.
- Option 25, Tax Table Listing** - to print the optional Tax Table Listing.
- Option 26, S.U.I. Reciprocity Table Listing** - to print the optional S.U.I. Reciprocity Table Listing.
- Option 27, 401K and 125S Deduction Table Listing** - to print the optional 401K and 125S Deduction Table Listing.
- Option 29, Crew Master Listing** - to print the optional Crew Master Listing.
- Option 31, Allocation Menu** - leads to options that maintain Payroll allocation tables and run listings for these tables.

P/R Allocation Menu

This menu contains options to maintain allocation tables for your Payroll Application. This menu (145) is Option 31 from the P/R Master Files Menu (102).



Option 1, Allocation Table 1 - to set up P/R cost allocations for an employee, job and cost code to be used in other employee, job and cost code records.

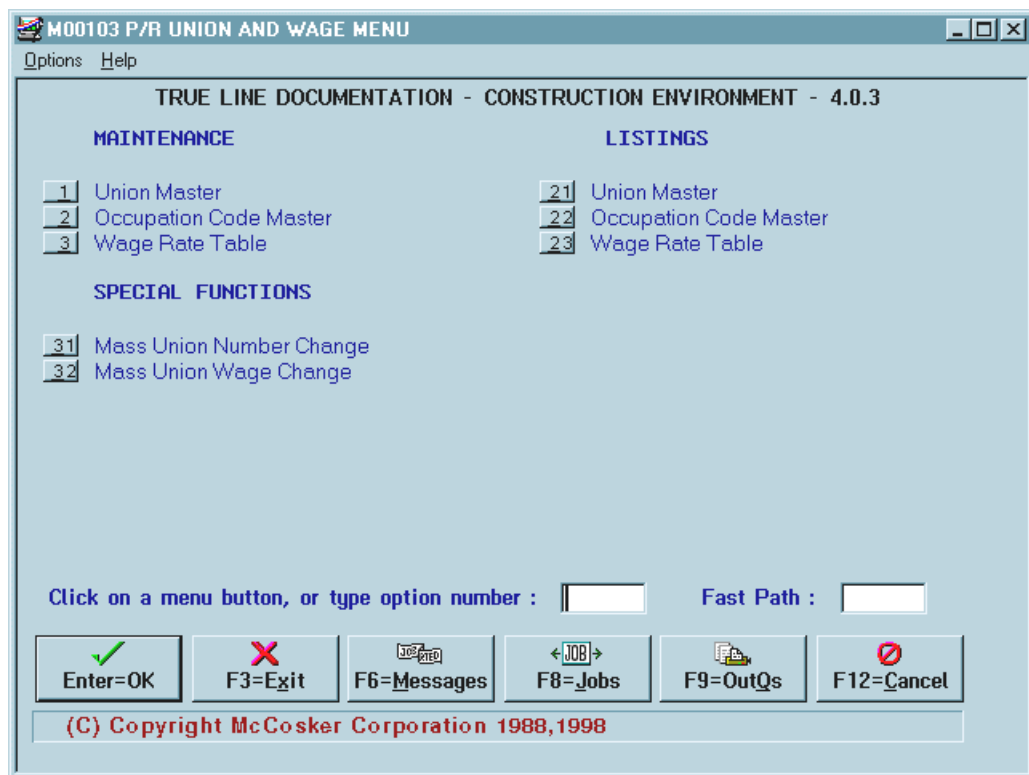
Option 2, Allocation Table 2 - to further allocate amounts resulting from Allocation Table 1 and to set up allocations for more than one job.

Option 21, Allocation Table 1 Listing - to print a list of the allocation splits you defined in Table 1.

Option 22, Allocation Table 2 Listing - to print a list of the allocation links you defined in Table 2.

P/R Union and Wage Menu

This menu contains options to keep union records, occupation codes, and standard wage rates. This menu (103) is Option 12 from the Payroll Main Menu (12).



Option 1, Union Master - to set up and maintain unions, including vacation in/out, dues, and miscellaneous fringe burden.

Option 2, Occupation Code Master - to set up and maintain a user-defined code for each occupation of your employees.

Option 3, Wage Rate Table - to set up wage rates for each occupation you set up in the Occupation Code Master file.

Option 21, Union Master Listing - to print the optional Union Master file listing.

Option 22, Occupation Code Master Listing - to print the optional Occupation Code Master file listing.

Option 23, Wage Rate Table Listing - to print the optional Wage Rate Table file listing.

Option 31, Mass Union Number Change - to replace one union with another throughout the employee Labor Master files.

Option 32, Mass Union Wage Change - to replace the wages associated with a specific union in the employee Labor Master files.

P/R Personnel Menu

This menu contains options to maintain your personnel records. This menu (104) is Option 13 from the Payroll Main Menu (12).

Option 1, Personnel Master - to set up and maintain personnel records for each employee.

Option 2, Deduction Master - to set up and maintain employee miscellaneous deductions in the Deductions Master file.

Option 3, Earnings - To access an employee's earnings detail for the current and prior year or to access an employee's earnings summary by quarter for the current or prior year.

Option 4, 401K and 125S Deductions Master - to set up and maintain employees' deduction rules for 401K and 125S earnings deductions.

Option 5, 401K Contributions by Employer - to record the total amount of employer contributions made for the year to each individual employee's 401K and 125S plan.

Option 6, HR Interface Menu - leads to options that maintain Optimum Solutions information. This option only displays if Human Resource Interface Bridge is installed. For more information, see the "Human Resource Interface to Optimum" interim documentation and your Optimum Solutions documentation.

Option 11, Detail by Employee Number - to print details from the Labor Master file, sorted by employee number.

Option 12, Detail by Employee Name - to print details from the Labor Master file,

sorted by employee name.

Option 13, Summary by Employee Number - to print one-line summaries from the Labor Master file, sorted by employee number.

Option 14, Summary by Employee Name - to print one-line summaries from the Labor Master file, sorted by employee name.

Option 15, Employee by Union Number - to print one-line summaries from the Labor Master file, sorted by employee union number.

Option 21, Detail by Employee - to print optional earnings reports.

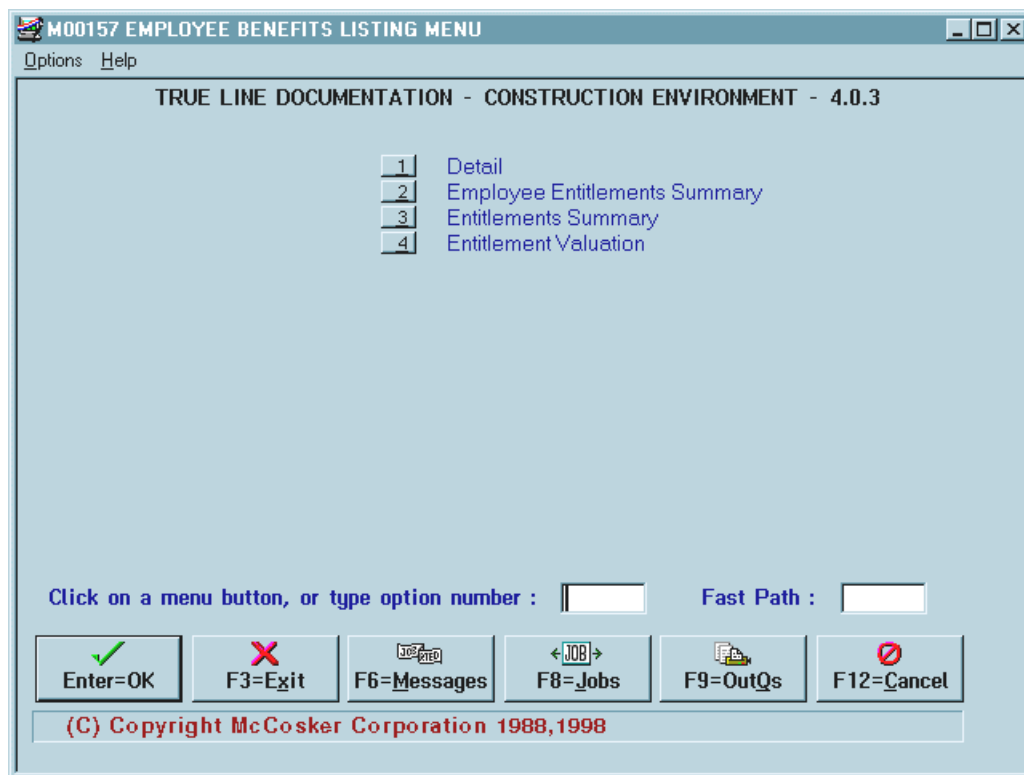
Option 22, Quarterly Detail by Pay Period - to print earnings information for a specific quarter.

Option 23, Audit Report - to print optional audit reports.

Option 24, Benefits Listing Menu - leads to options that run the optional Benefits reports.

Employee Benefits Listing Menu

This menu contains options to run listings for employee entitlement accrual. This menu (157) is Option 24 from the P/R Personnel Menu (104).



Option 1, Detail - to print itemized reports of hours accrued, taken, and remaining for all or specific employees.

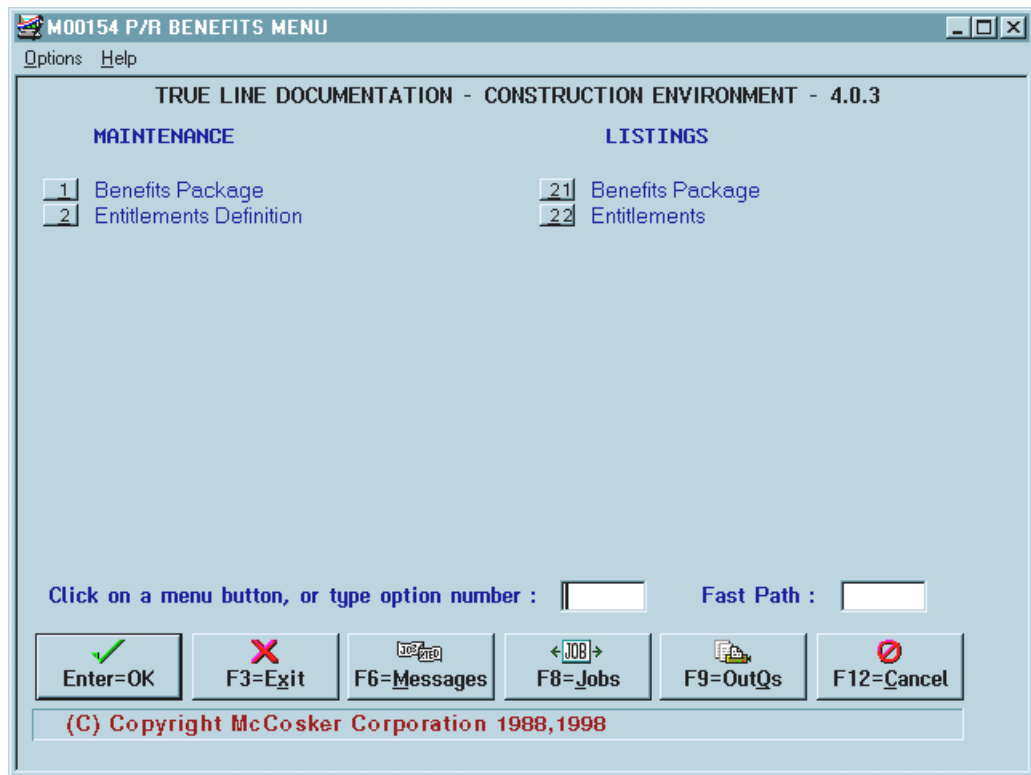
Option 2, Employee Entitlements Summary - to print a report that summarizes employees' accrual, taken, and remaining entitlement hours.

Option 3, Entitlements Summary - to print a report that summarizes by entitlement the beginning balance, accrual, taken, and remaining hours.

Option 4, Entitlement Valuation - to print a report that summarizes by entitlement the outstanding liability in hours and amount.

P/R Benefits Menu

This menu contains options required to maintain the benefits used in your P/R Application. This menu (154) is Option 14 from the Payroll Main Menu (12).



Option 1, Benefits Package - to define the benefit combinations your company offers.

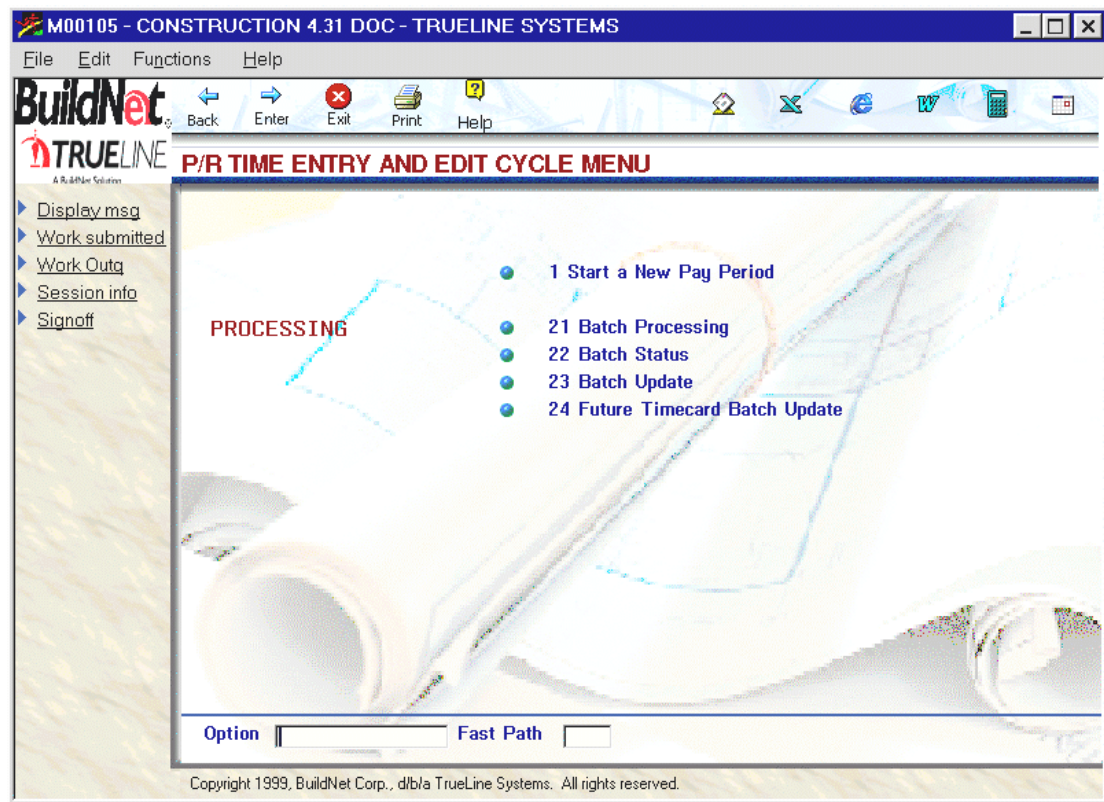
Option 2, Entitlements Definition - to define the entitlements your company offers.

Option 21, Benefits Package Listing - to print a list of all the benefit packages you have defined.

Option 22, Entitlements Listing - to print a list of all the entitlements you have defined.

P/R Time Entry and Edit Cycle Menu

This menu contains options for routine Payroll processing. This menu (105) is Option 21 from the Payroll Main Menu (12).



Option 1, Start a New Pay Period - to start a new payroll period.

Option 21, Batch Processing - to maintain batches of payroll and equipment time records.

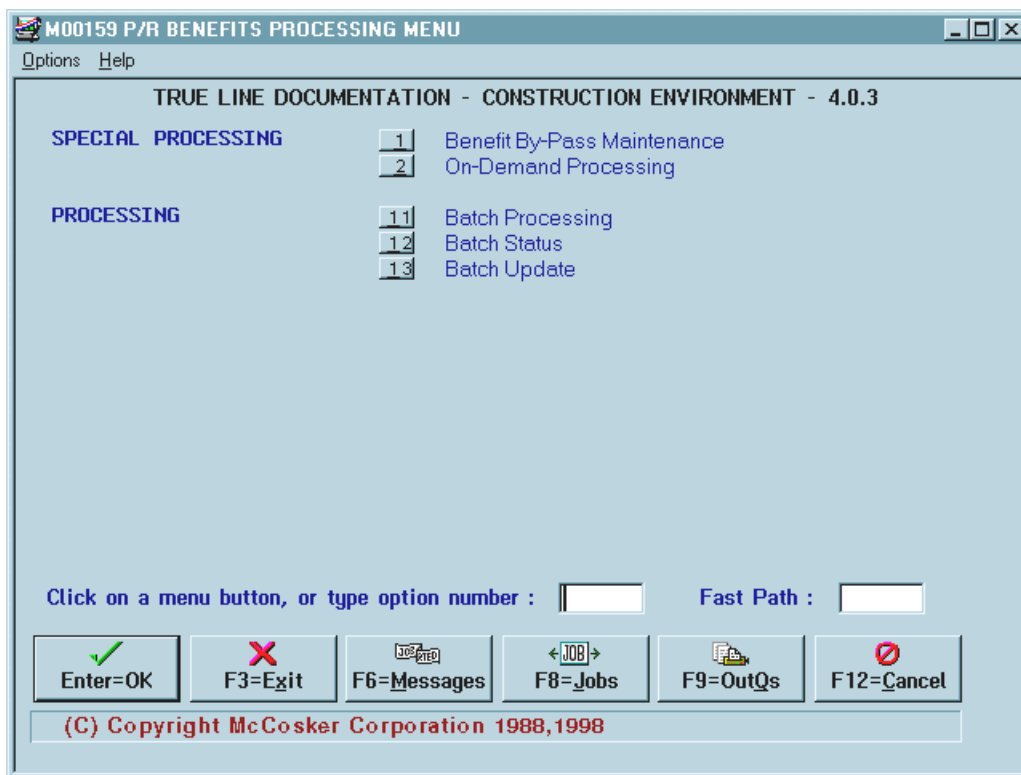
Option 22, Batch Status - to review the status of P/R batches.

Option 23, Batch Update - to update the database with the records entered in batches.

Option 24, Future Timecard Batch Update - to update future period batches during a pay cycle after processing stops the update of regular batches.

P/R Benefits Processing Menu

This menu contains options to process benefits. This menu (159) is Option 22 from the Payroll Main Menu (12).



Option 1, Benefit By-Pass Maintenance - to prevent accruals by benefit class, entitlement, occupation code, or employee number.

Option 2, On-Demand Processing - to automatically generate batches for benefit/entitlements that are flagged with a frequency “5” (on-demand).

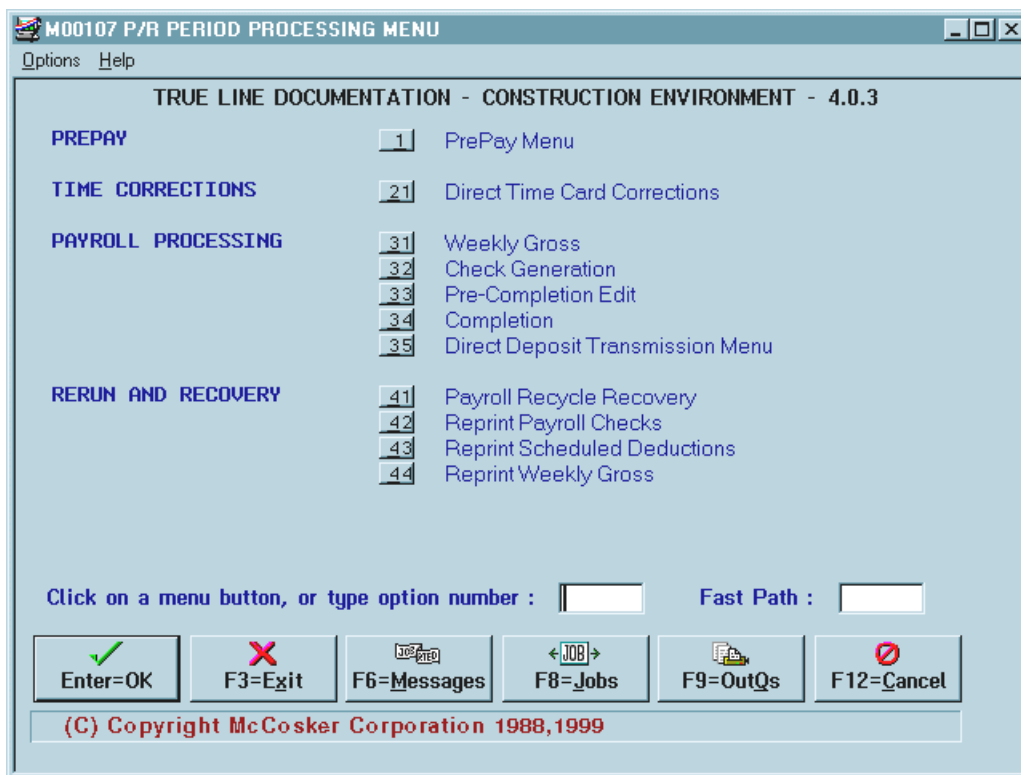
Option 11, Batch Processing - to create new batches for manual accrual and taken record adjustments, and to maintain and edit batches created through the On-demand process.

Option 12, Batch Status - to view the status of benefit batches.

Option 13, Batch Update - to update error-free benefit batches.

P/R Period Processing Menu

This menu contains options used for routine Payroll tasks. This menu (107) is Option 23 from the Payroll Main Menu (12).



Option 1, Pre Pay Menu - leads to options that perform Pre Pay processes.

Option 21, Direct Time Card Corrections - to change or delete updated time records in the current pay period.

Option 31, Weekly Gross - to generate the Weekly Gross and Scheduled Deductions reports.

Option 32, Check Generation - to perform the final calculations, print reports of all updated records, and print your selected payroll checks and stubs.

Option 33, Pre-Completion Edit - to print the Pre-Completion Report to verify that accounts have been set up properly.

Option 34, Completion - to complete a payroll cycle, update the detail earnings records, and produce journal reports.

Option 35, Direct Deposit Transmission Menu - leads to options that process direct deposit information.

Option 41, Payroll Recycle Recovery - to make additions or changes to the current pay period earnings records after you generate payroll checks.

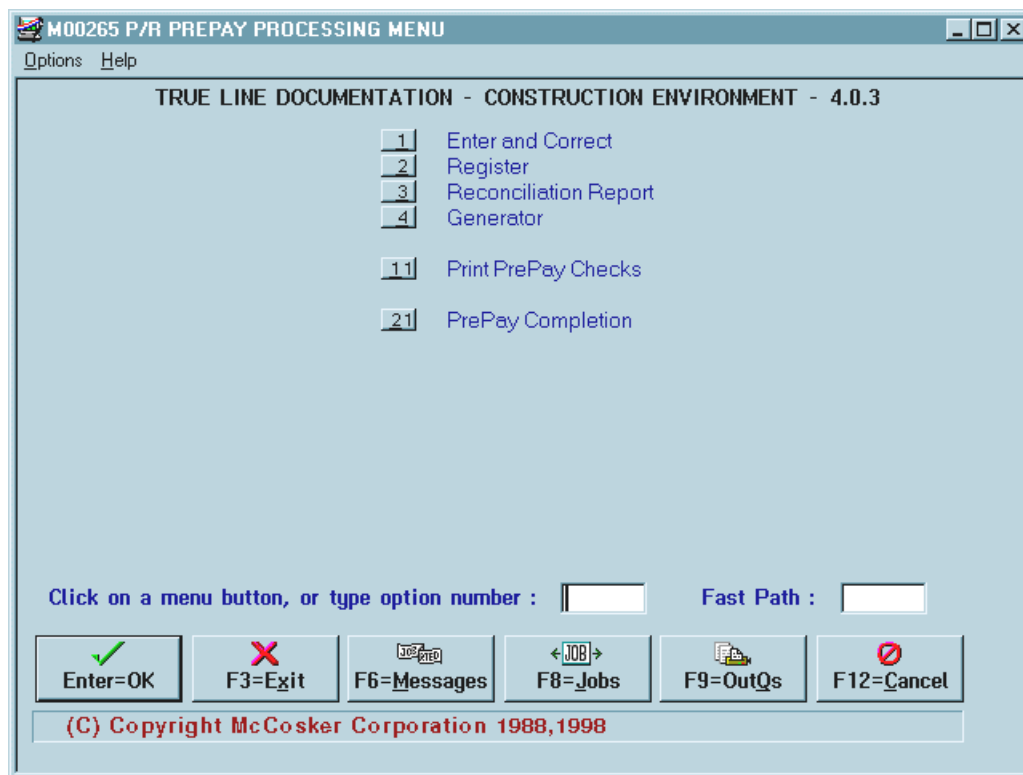
Option 42, Reprint Payroll Checks - to print checks not selected during Check Generation and to reprint P/R checks already printed through Payroll Check Generation.

Option 43, Reprint Scheduled Deductions - to reprint the Scheduled Deductions report for the pay period.

Option 44, Reprint Weekly Gross - to reprint the Weekly Gross report for the pay period without recalculating amounts.

P/R Prepay Processing Menu

This menu contains options that allow you to perform prepay processing. This menu (265) is Option 1 from the P/R Period Processing Menu (107).



Option 1, Enter and Correct - to manually enter prepay amounts and to make adjustments to employee earnings records.

Option 2, Register - to print a listing of prepay entries in the pay cycle.

Option 3, Reconciliation Report - to print the reconciliation report that displays the prepay records and matching Time Entry records, and any variances.

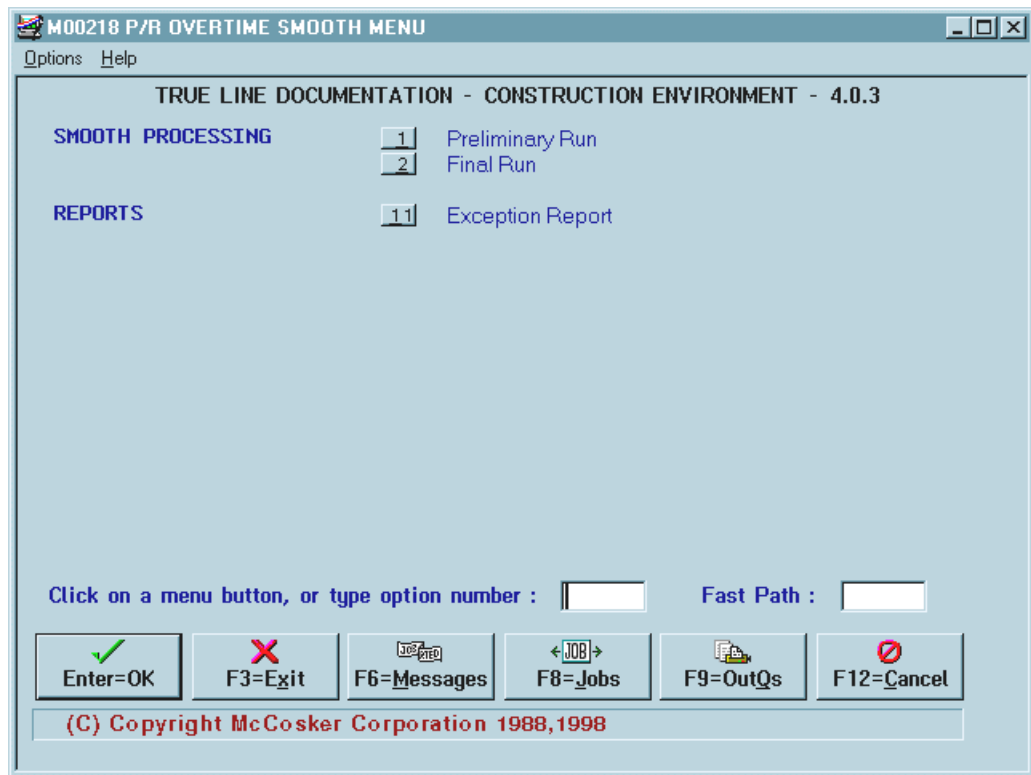
Option 4, Generator - to have the system calculate amounts for prepay.

Option 11, Print Pre Pay Checks - to generate checks for prepay.

Option 21, Pre Pay Completion - to clear prepay checks once printed.

P/R Overtime Smooth Menu

This menu contains options to process overtime smoothing to adjust regular hours. This menu (218) is Option 2 from the P/R Period Processing Menu (107).



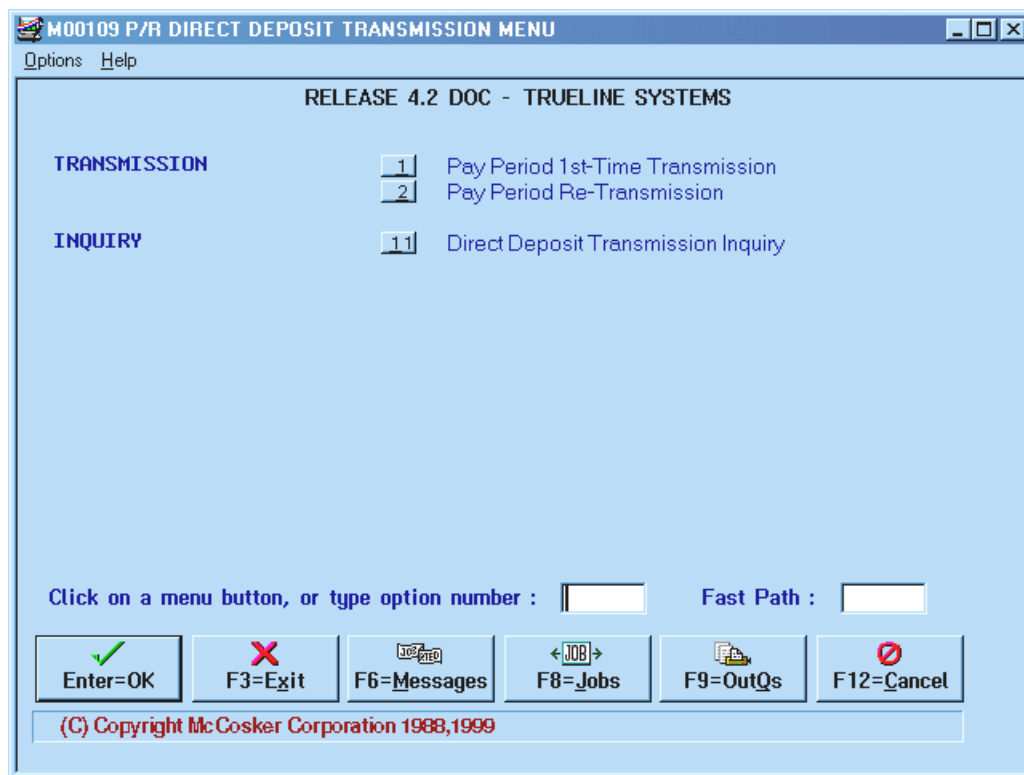
Option 1, Preliminary Run - to run the preliminary overtime smoothing process.

Option 2, Final Run - to run the final overtime smoothing process for the pay cycle.

Option 11, Exception Report - to print reports that show employee records affected by the smoothing process.

P/R Direct Deposit Transmission Menu

This menu contains options required to submit direct deposits. This menu (109) is Option 35 from the P/R Period Processing Menu (107).



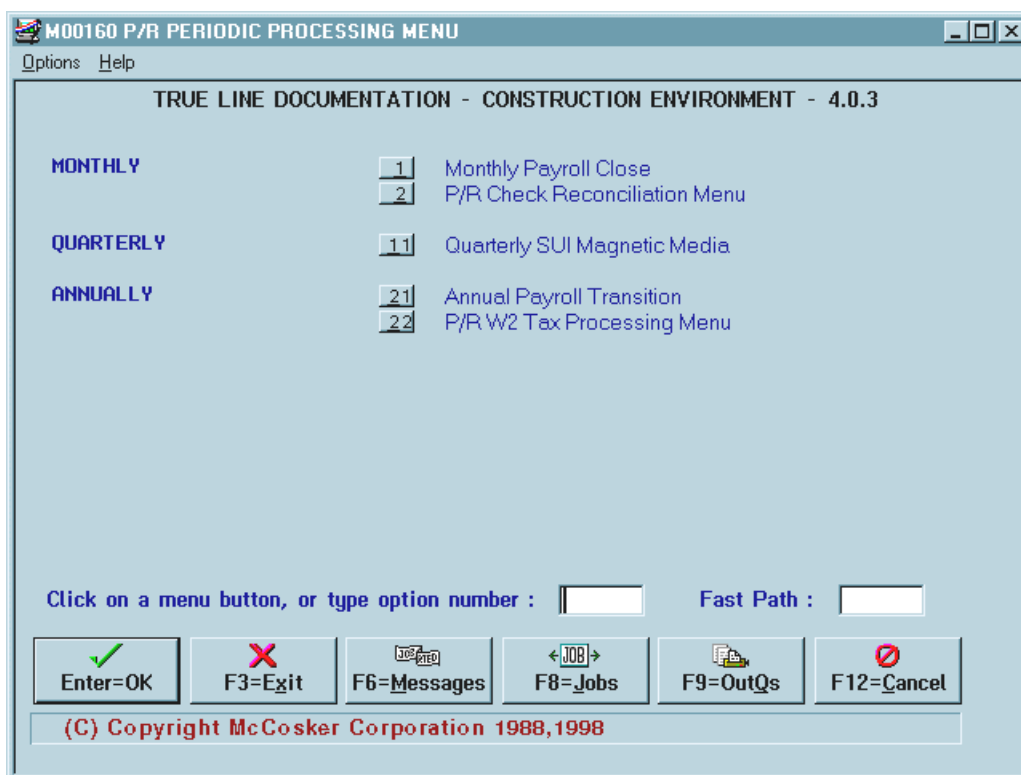
Option 1, Pay Period 1st Time Transmission - to specify information used in direct deposits.

Option 2, Pay Period Re-Transmission - to re-send a direct deposit transmission as needed.

Option 11, Direct Deposit Transmission Inquiry - to view payroll libraries available for direct deposit and to print a preliminary report with the information for transmission.

P/R Periodic Processing Menu

This menu contains options to perform periodic processing for P/R. This menu (160) is Option 31 from the Payroll Main Menu (12).



Option 1, Monthly Payroll Close - to close the P/R month or period and prepare the system for a new month.

Option 2, P/R Check Reconciliation - leads to options that process check reconciliation.

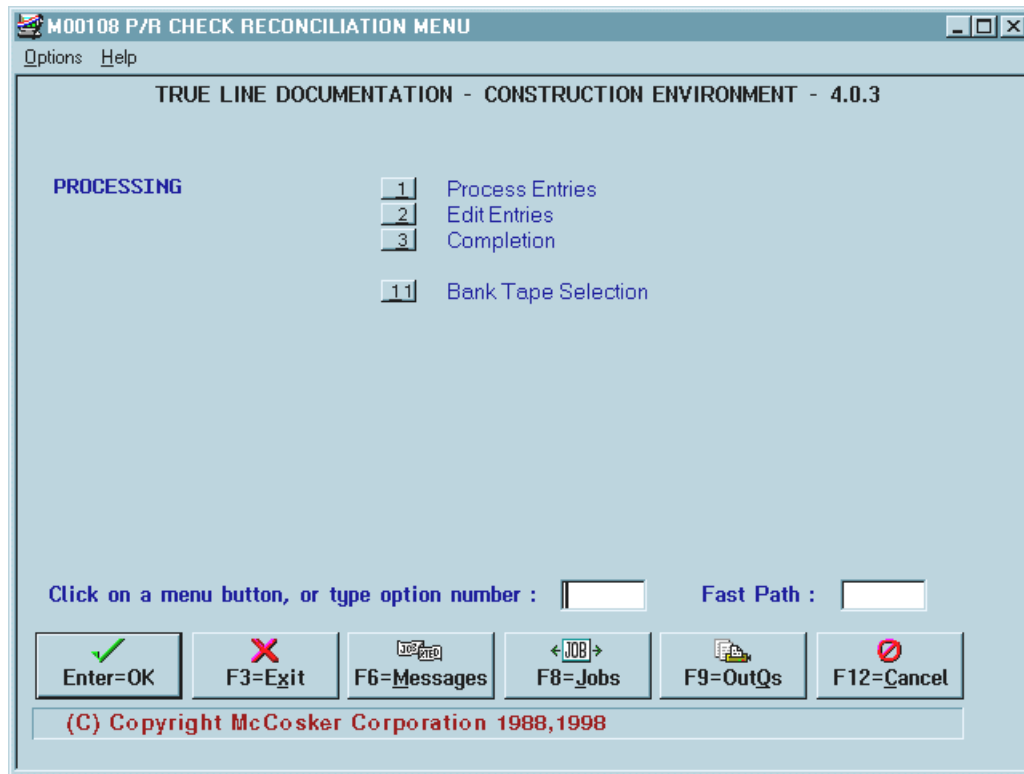
Option 11, Quarterly SUI Magnetic Media - to submit the Quarterly SUI Magnetic Media process.

Option 21, Annual Payroll Transition - to close a P/R year and prepare the system to begin a new year.

Option 22, P/R W2 Tax Processing Menu - leads to options that perform W2 tax processing for the year. For more information on these options, see the “W2 Tax Processing” booklet for the year you need to process.

P/R Check Reconciliation Menu

This menu contains options that allow you to reconcile your payroll checks. This menu (108) is Option 2 from the P/R Periodic Processing Menu (160).



Option 1, Process Entries - to enter cashed, spoiled, or reversed checks to reconcile your bank statements.

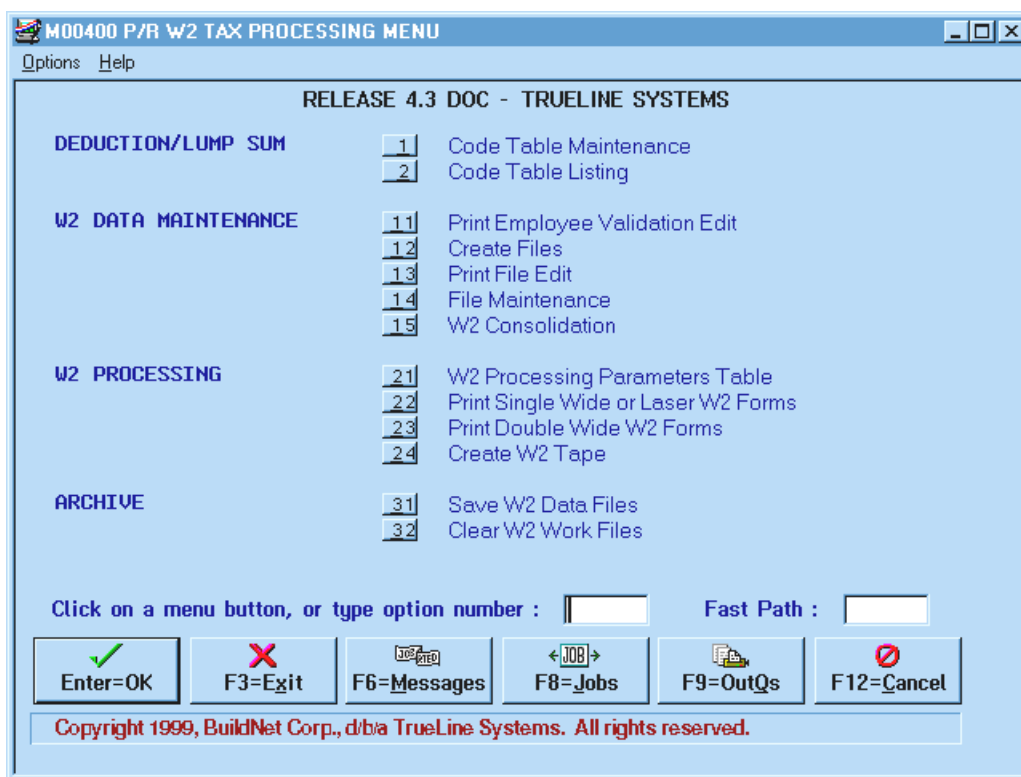
Option 2, Edit Entries - to edit your check reconciliation entries. This option will also automatically generate a list of checks entered for reconciliation.

Option 3, Completion - to clear the reconciliation files. This option will also automatically generate a list of checks entered for reconciliation with reconciled checks indicated.

Option 11, Bank Tape Selection - to select tapes for check reconciliation and print the Payroll Reconciliation List and the P/R Listing of Checks Loaded From Reconciliation.

P/R W2 Tax Processing Menu

This menu contains options for W2 Tax Processing. This menu (400) is Option 22 from the P/R Periodic Processing Menu (160).



M00400 P/R W2 TAX PROCESSING MENU

Options Help

RELEASE 4.3 DOC - TRUELINE SYSTEMS

DEDUCTION/LUMP SUM	<u>1</u>	Code Table Maintenance
	<u>2</u>	Code Table Listing
W2 DATA MAINTENANCE	<u>11</u>	Print Employee Validation Edit
	<u>12</u>	Create Files
	<u>13</u>	Print File Edit
	<u>14</u>	File Maintenance
	<u>15</u>	W2 Consolidation
W2 PROCESSING	<u>21</u>	W2 Processing Parameters Table
	<u>22</u>	Print Single Wide or Laser W2 Forms
	<u>23</u>	Print Double Wide W2 Forms
	<u>24</u>	Create W2 Tape
ARCHIVE	<u>31</u>	Save W2 Data Files
	<u>32</u>	Clear W2 Work Files

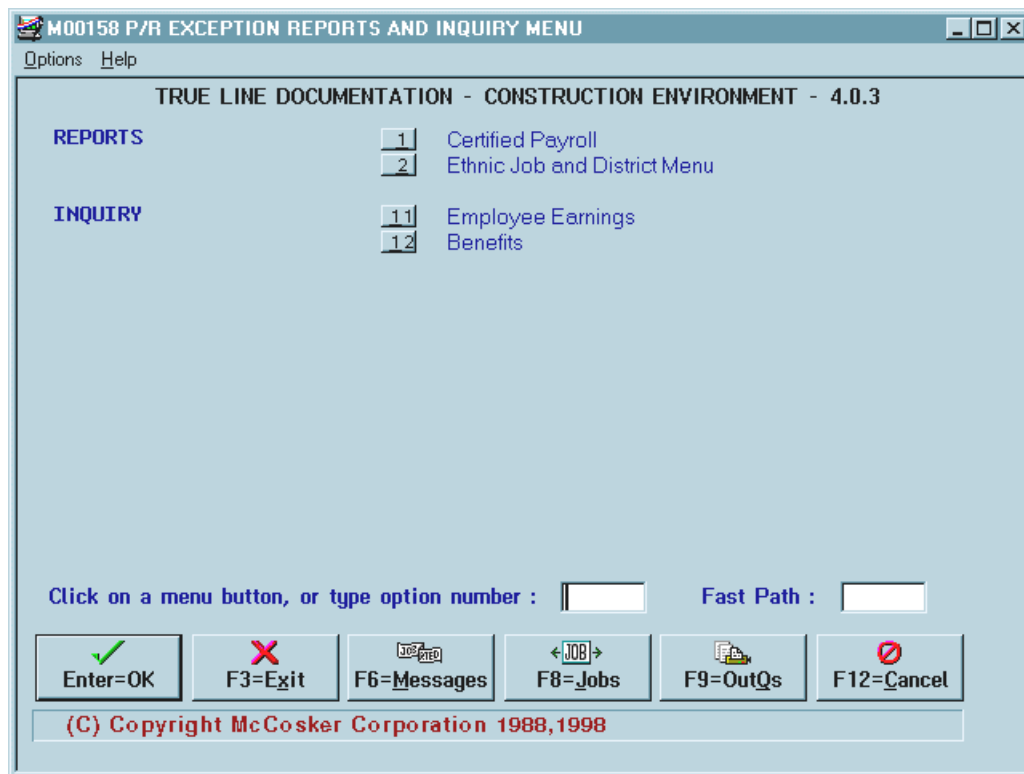
Click on a menu button, or type option number : Fast Path :

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The information on these options is updated annually and included in a separate booklet. For more information, see “W2 Processing, User Reference Guide” for the year you need the information.

P/R Exception Reports and Inquiry Menu

This menu contains options to access the management reports and inquiry functions of the Payroll Application. This menu (158) is Option 41 from the Payroll Main Menu (12).



Option 1, Certified Payroll - to print the Certified Payroll report.

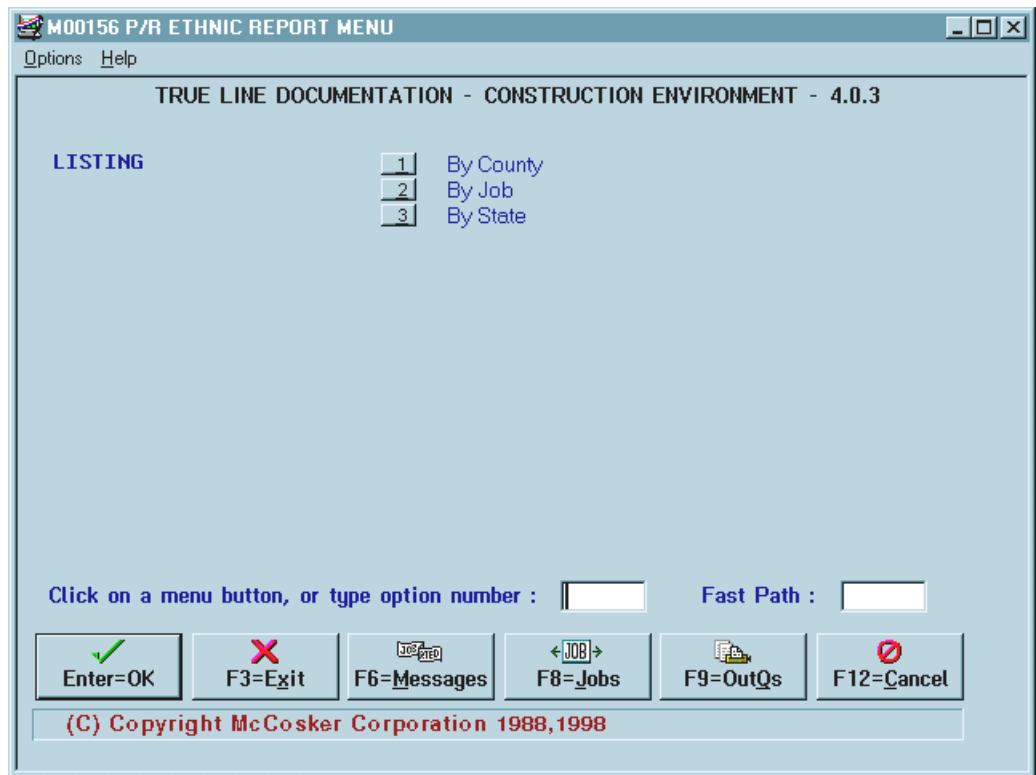
Option 2, Ethnic Job and District Menu - leads to options that allow you to print optional payroll reports.

Option 11, Employee Earnings - to access employee records for a specified period of time or to print information accessed through Inquiry.

Option 12, Benefits - to view benefit records for employees.

P/R Ethnic Report Menu

This menu contains options that allow you to access and print optional P/R reports. This menu (156) is Option 2 from the P/R Exception Reports and Inquiry Menu (158).



Option 1, By County - to print ethnic reports sorted by county.

Option 2, By Job - to print ethnic reports sorted by job.

Option 3, By State - to print ethnic reports sorted by state.

Using Payroll

Before using the Payroll Application, you must set up major and minor accounts that you will use in the Financial Posting Table. You must define the Payroll portion of the FPT so that time record information will journal to the correct accounts. You must also set up job/cost code/cost type combinations valid for Payroll and your labor cost type. Time records use the labor cost type to create other costs, so you must also set up the extended cost types used for burden, subsistence, overtime and equipment.

If you will update Equipment Cost using time records, you must have Equipment Master records, rate codes, and item/phase maintenance labels defined before you can use them in a time record.

Before Equipment Cost can be updated with payroll information, you must also set up the Rate Component Table, the component rates, and the modifier table. Equipment Cost also requires you to set up the Equipment Revenue Line Items in the FPT before revenue can be credited to the correct cost code/cost type.

The following steps provide a summary overview of using the Payroll Application:

Step 1: Set up the Payroll Application.

Before you can run a payroll cycle, you will need to:

- a. Set up the system codes via P/R Installation Menu.
- b. Define the current payroll month and year, the processing requirements, the default system codes, the methods for printing, and the direct deposit information.

Step 2: Add the required Table and Master File information:

- a. Insurance Master
- b. Pay Period Date Schedule
- c. Tax Tables
- d. Union Master
- e. Occupation Codes
- f. Labor Master

Add the optional Table and Master File information:

- a. Miscellaneous/401k and 125s Deduction Tables and Masters
- b. Pay Codes
- c. SUI Reciprocity Table
- d. Crew Master
- e. Entitlements
- f. Benefit Packages
- g. Wage Rate Table

- Step 3:** Start a new pay period.
- Step 4:** Enter Time Card Batches
- Step 5:** Maintain, edit, and update recurring batches, if necessary.
- Step 6:** Edit and update regular Time Entry batches.
- Step 7:** Enter Prepay information.
- Step 8:** Enter matching time records for each prepay, if necessary.
- Step 9:** Run the Prepay Register.
- Step 10:** Run the Weekly Gross Process.
- Step 11:** Run the Prepay Reconciliation Report.
- Step 12:** Run the Payroll Check Generation Process.
 - a.** If check generation contains errors, run the Recycle/Recovery Process.
 - b.** Maintain the Master Files and Direct Time Card Corrections, if necessary.
 - c.** Rerun Weekly Gross/Check Generation.
- Step 13:** Submit the Direct Deposit Tape.
- Step 14:** Run Future Timecard Batch Update, if necessary
- Step 15:** Run the Pre-completion Edit.
 - a.** If the pre-completion contains errors, maintain the Financial Posting Table.
 - b.** Rerun the Pre-completion Edit.
 - c.** Run Future Timecard Batch Update, if necessary.
- Step 16:** Run the Payroll Completion Process.
- Step 17:** Run the Audit Reports.

The following Steps are run when appropriate:

- Step 18:** Run the On-Demand Benefits process.
- Step 19:** Run the Month-end Close process.
- Step 20:** Perform Check Reconciliation.
- Step 21:** Process W-2s.
- Step 22:** Run the Annual Transition process.
- Step 23:** Review information online through Earnings Inquiry.
- Step 24:** Print the optional management reports.

Chapter 2: Setup

This chapter describes the setup functions for the Payroll Application.

Definition Setup is usually a one-time task where you determine how the application will function. With rare exceptions (identified at the Field Descriptions), you should not change your definition setup options after you begin using the application or you may get unreliable data.

Codes are also set during the installation process. You may occasionally need to add new codes as required by your business.

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About Listings

Listings are reports of entries in files. Listings are included in this chapter immediately following the file description.

Many listings are generated using a standard report request screen. With this screen, you will automatically get every record in the file. Other listings use request screens that are specific to the file and offer more selection. The standard report request screen is described in the Appendix to the *System Services Reference Manual*. The unique screens are described in this chapter with the listing they generate.

About Payroll Ledger Posting

Payroll posts to both General Ledger and Job Cost. However, they do not necessarily post on the same date. The posting occurs according to the decisions you make in P/R Definition Setup, the Pay Period Date Schedule, and the Calendar Year File.

Similarly, since J/C and G/L periods do not have to be set up the same, the system posts each independently from one another unless you are using split week processing.

If you want your Job Cost accounting to be based on the G/L calendar, your General Ledger should use 12 period financial accounting or unreliable results may occur.

If you are not performing split week processing, the system uses the posting date to place the transactions in the correct financial period, depending upon the way your calendar file is setup. The examples below use the following Calendar File:

The screenshot shows a window titled "MCL910 CALENDAR YEAR PERIOD MAINTENANCE" with a "Help" button. The main area is titled "Schedule of Period Endings" and displays the "Calendar year" as 1999. It contains two tables: "Financial" and "Project Costing".

Financial		Project Costing		
Period	Ending Date	Period	Ending Date	
1	1/25/1999	1	1/31/1999	<input type="checkbox"/> 5 wk. period
2	2/25/1999	2	2/28/1999	<input type="checkbox"/> 5 wk. period
3	3/25/1999	3	3/31/1999	<input type="checkbox"/> 5 wk. period
4	4/25/1999	4	4/30/1999	<input type="checkbox"/> 5 wk. period
5	5/25/1999	5	5/31/1999	<input type="checkbox"/> 5 wk. period
6	6/25/1999	6	6/30/1999	<input type="checkbox"/> 5 wk. period
7	7/25/1999	7	7/31/1999	<input type="checkbox"/> 5 wk. period
8	8/25/1999	8	8/31/1999	<input type="checkbox"/> 5 wk. period
9	9/25/1999	9	9/30/1999	<input type="checkbox"/> 5 wk. period
10	10/25/1999	10	10/31/1999	<input type="checkbox"/> 5 wk. period
11	11/25/1999	11	11/30/1999	<input type="checkbox"/> 5 wk. period
12	12/25/1999	12	12/31/1999	<input type="checkbox"/> 5 wk. period

At the bottom, there are three buttons: "Enter=OK" (with a green checkmark), "F3=Exit" (with a red X), and "F12=Cancel" (with a red circle and slash). There are also navigation arrows in the bottom right corner.

General Ledger Posting

You have 2 choices for General Ledger posting. You can either post with or without split week processing.

1. If you do not perform split week processing, transactions that use the PD node (accruals) post on the week ending date from the Payroll Date Schedule and transactions that use the PR node (cash transactions) post on the check date.

The system uses the Financial calendar for the financial period within which the posting date falls. Accruals may post in a different period than cash, if the week-ending date is different than the check date.

<u>Node</u>	<u>Week Ending Date</u>	<u>Check Date</u>	<u>Days Worked</u>	<u>Day Posted</u>	<u>Financial Period</u>
PD	2/25/99	2/26/99	2/18 - 2/25	2/25/99	2/99
PR	2/25/99	2/26/99	2/18 - 2/25	2/26/99	3/99

- When you perform split week processing, PD node transactions recorded before the split week ending date post on the split week ending date and PD node transactions recorded after the split week ending date post to the regular week ending date.

Transactions that use the PR node (cash transactions) post on the check date.

<u>Node</u>	<u>Week Ending Date</u>	<u>Check Date</u>	<u>Days Worked</u>	<u>Day Posted</u>	<u>Financial Period</u>
PD	2/25/99	3/1/99	2/25	2/25/99	2/99
PD	3/1/99	3/1/99	2/25 - 3/1	2/28/99	3/99
PR	3/1/99	3/1/99	2/25 - 3/1	3/1/99	3/99

To Set Up Split Week Processing

- Check the box (“Y”) in P/R Definition Setup to Perform Split Week Processing.
- Determine when Job Cost posting will occur in P/R Definition Setup.
- Maintain the “Split Week” fields in the Payroll Date Schedule for every week that crosses two General Ledger financial periods.

For more information, see “About Pay Period Date Maintenance” in Chapter 3.

Job Cost Posting

Depending upon the choice you make in P/R Definition Setup, the system will post in 3 ways.

- If you update J/C on the day worked (“D”), transactions recorded on a specific day are posted to the same day. The dates used are those entered on the time record.

The system uses the Project Cost calendar for the period within which the posting date falls.

<u>Week Ending Date</u>	<u>Days Worked</u>	<u>Day Posted</u>	<u>Financial Period</u>
3/1/99	2/25, 2/26, 2/27, 2/28,	Same as day worked	2/99

3/1/99	3/1	Same as day worked	3/99
--------	-----	--------------------	------

2. If you update J/C on the split (“S”), transactions recorded before the split date are posted to the split week ending date and transactions recorded after the split are posted to the regular week ending date in the Pay Period Date Schedule.

The system uses the G/L Financial calendar for the period within which the posting date falls. J/C posts only accruals, and therefore posts on the same day as the PD node.

<u>Week Ending Date</u>	<u>Days Worked</u>	<u>Day Posted</u>	<u>Financial Period</u>
2/25/99 (Split)	2/25	2/25/99	2/99
3/1/99	2/26, 2/27, 2/28, 3/1	3/1/99	3/99

To perform split week processing, the General Ledger should use 12 period financial accounting or unreliable results may occur.

3. If you update J/C on the week ending date (“W”), all transactions post on the week ending date from the Payroll Date Schedule.

The system uses the Project Cost calendar for the period within which the posting falls. All earnings will post to the period within which the week-ending date falls, without considering the days worked.

<u>Week Ending Date</u>	<u>Days Worked</u>	<u>Day Posted</u>	<u>Financial Period</u>
3/1/99	2/25, 2/26, 2/27, 2/28, 3/1	3/1/99	3/99

About Burden Accounting

Burden is the term given to those overhead expenses which are a direct function of payroll, such as employer FICA or union fringes.

You control how burden is applied to job cost. You can apply burden distributed evenly over the year, apply it as incurred, or use combined methods to estimate and distribute burden to jobs.

The Payroll Application supports various components of burden. Total burden may include any combination of the following:

Flat Burden - Flat burden is built from a percentage of gross earnings specified in the Union and/or State Master files. If a percentage is specified in both files, the system uses the sum of the two percentages as the flat burden percentage. The gross earnings are multiplied by the percentage to calculate total flat burden amount.

Actual Union Fringes Burden - The union burden is the union fringes paid by the employer. This is calculated for each union based on the rules in the Union Master file.

Workman's Compensation Burden - This is calculated in one of two ways:

- the workman's compensation rate multiplied by straight time gross equivalency.
- the rate multiplied by all hours worked.

Liability Insurance Burden - This is the public liability/property damage, calculated in one of two ways:

- the PL/PD rate multiplied by straight time gross equivalency.
- the rate multiplied by all hours worked.

Matching FICA, Federal Unemployment, State Unemployment Burden - These payroll taxes are paid by the employer. The system calculates the gross earnings multiplied by the applicable tax rate in the Payroll Tax Tables.

Note: The TrueLine System supports state unemployment reciprocity agreements between states. See "SUI Reciprocity Table" in Chapter 3.

You define the default payroll burden rules you want to use in P/R Definition Setup. The system will also use a complex default scheme to find the burden rule. For information on the default scheme the system uses, see the Appendix.

For more information on the specific choices for burden rules, see "P/R Definition Setup" in this chapter.

About Overtime Smoothing

Overtime Smoothing will move standard hours to overtime hours based upon a pre-defined standard work day and work week. If an employee has hours in excess of the standards in Payroll Definition Setup, the system will move regular hours that are worked to overtime hours. For an employee to qualify for overtime smoothing, the employee must work over the hours defined as the standard work day and over the hours defined as a standard work week.

The following work flow should be used when performing Overtime smoothing:

- Enter all time cards as usual.
- Update time cards
- Run the preliminary smoothing
- Run exception reports
- Adjust time records with Time Card Corrections, if necessary.
- Re-run preliminary smoothing, if necessary.
- Run the final run of overtime smoothing.
- Run the exception reports
- Continue with normal payroll processing as usual.

The examples below use the standard work day of 8 hours and the standard work week of 40 hours:

- ♦ If an employee works hours over the standard work day and standard work week but enters them as regular hours, the system will calculate wages using overtime rates on the hours worked over the standards. The overtime rate will be derived by the system using the normal default scheme when the overtime rate is not entered on the time card.

	Mon.	Tues.	Wed.	Thurs.	Fri.	Week Total
Regular Hours	8	8	10	8	8	42
Over Standards			<u>2</u>			<u>2</u>
Become Overtime			2			2

- ♦ If an employee works more than the standard work day, but does not work over the hours defined for a standard work week, the system will not use overtime rates. Hours entered as overtime are not affected by this process.

	Mon.	Tues.	Wed.	Thurs.	Fri.	Week Total
--	------	-------	------	--------	------	------------

Regular Hours	8	7	10	7	8	40
Over Standards			<u>2</u>			0
Become Overtime		-1	2	-1		None

Setting Up Overtime Smoothing

Step 1: At the Payroll Definition Setup, Processing Options (1) screen, indicate that you will use Overtime Smoothing.

☐ "Special Tax Table only" pay cycle
☒ Use overtime smoothing process
☒ Verify prevailing wage rate set up in patch edit

Step 2: At the Payroll Definition Setup, Overtime Smoothing screen, set up the standard work days and standard workweek.

Overtime Smoothing

What is the standard workweek hours:

What is the standard daily hours:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input type="text" value="0"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="8"/>	<input type="text" value="0"/>

Step 3: At the Personnel Data Maintenance, Wage Rates screen, if an employee is exempt from overtime smoothing, check the box ("Y").

Wage Rates

Employee: 00003 ALAN A ALDERSON

Last date/job worked: 0/00/00 0

Hire date: 1/15/98

Termination date: 0/00/00

Rehire date: 0/00/00

Adjusted hire date: 0/00/00

Salary(info only):

Wage 1: 25.0000

Wage 3:

Wage 5:

Salary change date: 0/00/00

Wage 2:

Wage 4:

Union: ☐ 1 ☐

Payroll bank: MA

Cert. PIR exempt: ☒ (blank) ☐ Yes ☐ No

Employee status: ☐

Employee group: ☐

Exempt from Overtime: ☒

Termination code:

Rehire code:

Benefits package:

Crew:

Suppress check: ☒ (blank) ☐ Yes ☐ No

Exclude OT smooth: ☒

Foreman: ☐

Processing Overtime Smoothing

The OT Smoothing process is run before the Check Generation is run. It can only be completed once per pay cycle, so it is critical that all of the time cards are entered and correct before smoothing overtime.

If time is added after the final overtime smoothing run has completed in a pay cycle, the employee's overtime must be entered manually on the time card. The system will set processing locks on both the preliminary and final run options for the Overtime Smoothing process once the final run has been submitted.

Before the final run, use the Exception reports to view time records that may be processed with Overtime Smoothing. After the final run, use the Exception reports to view the time records not included in the Overtime Smoothing.

About Crew Tracking

The Payroll Application can be used for tracking labor and equipment information by crew number. Crew number can also be used when entering job cost quantities using time entry. When the time cards are updated, the system will print the Quantity Reporting Edit (MCC140)

To set up the Crew Tracking feature:

Step 1: At the System Definition Setup, Miscellaneous Rules screen (Menu 83, Opt 1), indicate that you are using the crew tracking system and create labels to be used to track crew information on the Crew Master for reporting purposes.

MCG999 SYSTEM DEFINITION SETUP

Options Help

Miscellaneous Rules

☐ A batch number for each application can be reused for the same period/year
☒ Use AFE no.
☒ Use ticket no.
☒ Do you use crew tracking system
☒ Create overhead burden journals

If you use crew tracking system:

Label for user-defined field 1 (1 char.):	M/F?
Label for user-defined field 2 (1 char.):	Crew Typ
Label for user defined field 3 (3 chars.):	Wrk Type
Label for user-defined field 4 (3 chars.):	Home St
Label for user-defined field 5 (3 chars.):	Sft Type
Label for user-defined field 6 (3 chars.):	Rate
Label for user-defined field 7 (5 chars.):	Job Type
Label for user-defined field 8 (5 chars.):	Maj Typ

Step 2: At the Cross Application, Code Maintenance screen (M83, Opt 13), add the crew types you use.

MCL901 CROSS APPLICATION

Help

Codes Maintenance

Crew Type

Begin list with

Delete

Code	Description
CON	Concrete Crew
FRM	Framing Crew

Step 3: At Payroll Definition Setup, Time Card Options screen, indicate that you

will allow production quantity entry on time card by crew.

MCP900 PAYROLL DEFINITION SETUP

Options Help

Time Card Options

What is the default cost type for labor?

What is the default wage rate method?

☐ Transactions in error should be placed in a suspense batch

What is the default benefits package?

☒ Allow production quantity entry on time card entry by crew

Step 4: At the Personnel Data Maintenance, Wage Rates screen, indicate whether an employee is a crew foreman or not.

MCG908 PERSONNEL DATA MAINTENANCE CHG

Options Help

Wage Rates

Employee 00001 JON PORTER

Last date/job worked 11/23/98 450005 Middleton Archway Job

Hire date ☐ Exempt from Overtime

Termination date Termination code

Rehire date Rehire code

Adjusted hire date Benefits package Hourly Package

Salary(info only) Salary change date

Wage 1 Wage 2

Wage 3 Wage 4

Wage 5

Union ☐ Crew Jon Porter's Crew

Payroll bank WF Foreman ☒ Y

Employee group Framers

Employee status

Suppress check
☒ (blank) ☐ Yes ☐ No

Cert. P/R exempt
☒ (blank) ☐ Yes ☐ No

Enter=OK F3=Exit F4=Llist F9=Aadd F10=Change F11=Delete F12=Cancel

Step 5: At the Crew Master File Maintenance screen, define the crew code, crew

foreman, and crew type.

The screenshot shows a window titled "MCP950 CREW MASTER FILE MAINTENANCE" with a "Help" button. Below the title bar are "Delete" and "Fetch" buttons. A table displays the following data:

Crw Cod	Empl. Code	Crw Typ	Description	Fax Number
1	00001	GCT	Jon Porter's Crew- For Trinity Job Only.	1 800 234-5678

Fetch on a crew record to indicate user defined codes associated with it. These codes can later be used to select information on Crew Tracking reports.

The screenshot shows the same window with the "User Defined Fields" section active. It displays a list of fields with checkboxes and input boxes:

Field	Value
Crew	150
Framing Crew	
MIF?	<input type="checkbox"/>
Crew Typ	<input type="checkbox"/>
Wrk Type	<input type="checkbox"/>
Home St	<input type="checkbox"/>
Slt Type	<input type="checkbox"/>
Rate	<input type="checkbox"/>
Job Type	<input type="checkbox"/>
MajorTyp	<input type="checkbox"/>

Once you have setup crew tracking, you can access the Time Entry By Crew screen. Using this screen, you can enter quantity records that will post directly to Job Cost at time card update.

For more information about processing quantities through Time Entry By Crew, see "About Time Entry: Job Cost Quantities through Payroll" in Chapter 4.

For more information about tracking crew information posted through payroll, see the *Job Cost Reference Manual*.

About Wage Attachment

The Payroll Application can be set up to automatically create an A/P batch for employee deductions that need to be paid directly to a specific vendor. This feature allows you to deduct the necessary amounts from an employee's check and the system will create the batch journaling records for A/P when you run Payroll completion.

For more information about setting up this feature, see "About Deduction Based Invoice Generation" in Chapter 3.

Payroll Definition Setup

Access

Menu 101, Option 1

Description

Use this option to define your Payroll Application in the Payroll Application Definition Setup file (Z15EDS). This function allows you to tailor the Payroll Application to the specific needs of your company. The decisions you make at these screens affect the entire P/R Application. You should consider these decisions carefully; making changes after you begin using P/R will affect the integrity of your information.

You can also print a listing of the Payroll Application Definition Setup file using the Payroll Setup report (MCP040).

Procedure

- Step 1:** At P/R Installation Menu (101) choose Option 1, Definition Setup. The system displays the Payroll Definition Setup, Date Options screen.
- Step 2:** At the Date Options screen, determine the dates your Payroll Application will use according to the Field Descriptions and press Enter. The system displays the Payroll Definition Setup, Processing Options screen.
- To return to the P/R Main Menu, press F3.
- Step 3:** At the Processing Options (1) screen, define the information your Payroll Application will use during processing according to the Field Descriptions and press Enter. The system displays the Payroll Definition Setup, Processing Options (2) screen.
- To return to the Payroll Definition Setup, Date Options screen, press F3.
- To return to the previous screen, press F12.
- Step 4:** At the Processing Options (2) screen, define the liability information your Payroll Application will use according to the Field Descriptions and press Enter. The system displays the Payroll Definition Setup, Time Card Options screen.
- To return to the Payroll Definition Setup, Date Options screen, press F3.
- To return to the previous screen, press F12.
- Step 5:** At the Time Card Options screen, define the information your Payroll Application will use for time card processing and press Enter. The system displays the Payroll Definition Setup, Printing Options screen.
- To return to the Payroll Definition Setup, Date Options screen, press F3.
- To return to the previous screen, press F12.
- Step 6:** At the Printing Options screen, define the print and sort information for your

Payroll Application according to the Field Descriptions and press Enter. The system displays the Payroll Definition Setup, Direct Deposit Option screen.

To return to the Payroll Definition Setup, Date Options screen, press F3.

To return to the previous screen, press F12.

Step 7: At the Direct Deposit Option screen, define the information the system will use for Direct Deposits according to the Field Descriptions and press Enter. The system displays the Payroll Definition Setup, Wage Attachment Auto Payment Option screen.

To return to the Payroll Definition Setup, Date Options screen, press F3.

To return to the previous screen, press F12.

Step 8: At the Wage Attachment Auto Payment Option screen, define the Accounts Payable information your Payroll Application will use for automatic payments and press Enter. The system displays the Payroll Definition Setup, Overtime Smoothing screen.

To return to the Payroll Definition Setup, Date Options screen, press F3.

To return to the previous screen, press F12.

Step 9: At the Overtime Smoothing screen, define the standard hours your Payroll Application will use for overtime smoothing according to the Field Descriptions and press Enter. The system displays the Payroll Definition Setup, Wage Rate Calculations screen.

To return to the Payroll Definition Setup, Date Options screen, press F3.

To return to the previous screen, press F12.

Step 10: At the Wage Rate Calculations screen, define the factor to be used for each of the wage rates in your Payroll Application and press Enter. The system returns to the Payroll Definition Setup, Date Options screen.

To return to the P/R Installation Menu, press F3.

Payroll Definition Setup, Date Options Screen

The system displays this screen when you select Definition Setup at the P/R Installation Menu.

Use this screen to make choices about the active period/year and calendar year for your Payroll Application.

Field Descriptions

PAYROLL PERIOD/YEAR - Required. Maximum 2 digits period, 2 digits year. To indicate the month the system will close when you run the month end close process (for generating monthly and, if appropriate, quarterly reports), type the period (calendar month) and the year and check the box ("Y") in the next field.

The system automatically rolls to the next period (and year, if appropriate) at month end close and also rolls the Payroll Month/Year for prior pay cycles to this date in the Pay Period Date Schedule file.

Note: The system does not verify a pay period ending date against this date when you perform the start new pay period process.

CONFIRM CHANGE OF PAYROLL PERIOD/YEAR - Required to change the payroll period/year. To change the payroll period/year, you must check the box ("Y") for the system to accept the period/year change. Otherwise, leave blank.

PAYROLL CALENDAR YEAR - Required. Maximum 2 digits, defaults to the system year. The system displays the calendar year. To change the year, type

the new date and check the box (“Y”) in the next field. The system verifies the P/R year when you perform the start new pay period process. The system rolls this date to the next calendar year when you perform the Annual Payroll Transition.

CONFIRM CHANGE OF PAYROLL CALENDAR YEAR - Required to change the payroll calendar year. To change the payroll calendar year, you must check the box (“Y”) for the system to accept the year change. Otherwise, leave blank.

Function Key Descriptions

- F3** Return to the P/R Main Menu without saving the information.
- F12** Return to the P/R Main Menu without saving the information.
- F13** Toggle to view system feature options which control some of the application functions.
- Enter** Save the information and access the Payroll Definition Setup, Processing Options (1) screen.

Payroll Definition Setup, Processing Options (1) Screen

The system displays this screen when you press Enter at the Payroll Definition Setup, Date Options screen.

Use this screen to determine processing options for your Payroll Application.

Field Descriptions

WHICH BURDEN RULE ARE YOU USING - Required. One character. Type the code that represents the rule for calculating burden. The system uses this burden rule as a default when no burden rule is entered for the job in the Job Master file. Valid burden rule codes are:

1 - The system calculates and applies all burden components, ignoring limits. This method produces a uniform charge for burden throughout the payroll year. However, as tax earnings limits and other limits are passed, the jobs will bear a premium charge for burden expense.

2 - The system calculates and applies burden components, applying limits based on actual gross wages at the time they are incurred. This method results in the most accurate application of true burden to the jobs. The application of burden is not distributed throughout the payroll year.

3 - The system uses the flat burden rates on the Union Master and the State Master and adds them to the Workman's Compensation burden. You calculate the amounts to determine what will best cover the estimated true burden costs for the payroll year.

This method spreads the calculated burden evenly throughout the year while

still recognizing limits. However, as the rate is based on estimates, you may have to make adjustments at the end of year for over or under estimation.

4 - This method is the same as method 3 flat rate calculations except that the system calculates and adds union fringe (but not flat burden percent of gross) and workman's compensation components separately.

EMPLOYEE NUMBER IS NUMERIC ONLY - Optional. To allow only numeric employee numbers, check the box ("Y"). Otherwise, the system allows alphanumeric employee numbers.

USE THE EMPLOYEE NUMBER FOR THE MINOR ELEMENT OF THE G/L ACCOUNT FOR DEDUCTION JOURNALS - Optional. To have the system print the employee number in the minor element of the general ledger account, check the box ("Y"). This option allows you to detail your G/L accounts to track deduction journals.

Note: If you enter "Y" in this field, you must also indicate that the employee number is numeric only (see the previous field description).

PERFORM SPLIT WEEK PROCESSING - Optional. To split payroll posting between financial periods when the pay period includes two financial periods, check the box ("Y"). Use split week processing to split the costs between two financial periods when a financial period ends in the middle of a payroll week. For more information, see "About Payroll Ledger Posting" in this chapter.

To always post payroll costs to the financial period containing the end-of-week date, leave blank.

Note: If you choose split week processing, you must also enter the financial period and year and financial period ending date in the Split Week fields of during Pay Period Date Maintenance. The system will post the costs to the correct periods from these fields. For more information, see "Pay Period Date Maintenance" in Chapter 3.

DATE TO BE USED IN UPDATING JOB COSTS - Required. Select the date for posting payroll to J/C. For more information, see "About Payroll Ledger Posting" in this chapter. Valid codes are:

DAY WORKED ("D") - Post each day worked as a separate transaction. Each transaction will be posted during the period in which the day falls.

SPLIT WEEK ("S") - Posts to J/C according to the G/L Financial Period Calendar. When a financial period ends in the middle of a payroll week, two records are written to J/C. This selection is valid only if you also perform split week processing.

If you want your Job Cost accounting to be based on the G/L calendar, your General Ledger should use 12 period financial accounting or unreliable results may occur.

WEEK ENDING DATE ("W") - Post all transactions, including those that span a financial period and/or job cost month, to the payroll end-of-week date. This is the default for non-split week processing.

USE COST ALLOCATION PROCESSING - Optional. To indicate that Payroll job costs are allocated according to the Payroll Allocation Tables, check the box (“Y”). To post all job costs to the job/cost code/ cost type entered at Time Entry, leave blank.

RECHARGE TIME AND RATES BE CALCULATED AND PROCESSED - Optional. To activate the recharge function, check the box (“Y”). If you are not using recharge, leave blank. Recharge allows you to charge an employee to one job while paying him/her from another. In addition, you can charge out an employee at a different rate than you pay.

UPDATE BILLING AT BATCH UPDATE - Optional. To have the system update payroll labor costs to the Detail Billing Work File at time card batch update, check the box (“Y”). To have the system update Billing at pay cycle completion, leave blank.

If you choose this option, you must also enter flags on the Cost Type Master, Job Master, and Original Job Chart of Accounts Master.

USE FUTURE PERIODS TO POST TIME - Optional. To post payroll charges to the Detail Billing Work File and make them available for billing prior to the pay cycle in which they actually occur, check the box (“Y”). Otherwise, leave blank.

You can record a time card entry to a future period for Billing purposes, but not post the record to G/L and J/C until you start that future pay period. The system stores the time card record in MBR08 of the Employee Time Transactions file until you start the pay period. The updated record is moved to MBR02 and is processed along with any other updated batch records for the pay period.

If you are posting to a future period, you may not use check types “1” to “5” as these post to prior periods.

CHECK TYPE FOR SPECIAL TAX TABLE DURING REGULAR PAY CYCLE - Optional. One character. To have the system use the special tax table during a regular pay cycle, type the check type that represents a special payment.

This check type should be a valid P/R system code. During regular time entry, any record that has this check type will use the special tax table. All other records will use the regular tax tables.

“SPECIAL TAX TABLE ONLY” PAY CYCLE - Optional. To run a entire pay cycle using only the special tax table, check the box (“Y”). While this flag is on, all records will use the special tax table.

You can choose this option just before starting the pay cycle. Run the pay cycle through completion and then remove the check to have the system return to the regular tax tables. The system will then use the regular tax tables for all records but those with the check type for the special tax table.

WILL YOU USE OVERTIME SMOOTHING PROCESS - Optional. To use overtime smoothing, check the box (“Y”). If you are not using overtime smoothing, leave blank. Overtime smoothing will move standard hours to overtime hours if the employee is subject to OT smoothing and has hours in excess of the standard workday/workweek.

To use this function, you must also define the standard workweek hours and standard daily hours later in Definition Setup.

VERIFY PREVAILING WAGE RATE SET UP IN BATCH EDIT - Optional.
To have the system verify the prevailing wage rate during batch edit, check the box ("Y").

Function Key Descriptions

- F3** Return to the Payroll Definition Setup, Date Options screen.
- F4** Access the Window List for the field the cursor is in.
- F12** Return to the previous screen without saving the information.
- F13** Toggle to view system feature options which control some of the application functions.
- Enter** Save the information and access the Payroll Definition Setup, Processing Options (2) screen.

Payroll Definition Setup, Processing Options (2) Screen

The system displays this screen when you press Enter at the Payroll Definition Setup, Processing Options (1) screen.

Use this screen to define the organization your Payroll Application will use for payroll liability.

Field Descriptions

PROTECT CHECK DATE WHEN SUBMITTING CHECKS - Optional. To prevent the check date from being maintained when submitting checks to print, check the box ("Y"). To allow the check date to be maintained when submitting checks, leave blank.

The system will display the check date specified in the Pay Period Date Schedule file for the week ending date.

PROTECT CHECK NUMBER WHEN SUBMITTING CHECKS - Optional. To prevent the check number from being maintained when submitting checks to print, check the box ("Y"). To allow the check number to be maintained when submitting checks, leave blank.

The system will display the next check number specified in the Bank Master. For more information, see the *System Services Reference Manual*.

REPORT SORT ORDER (SORT BY NUMBER OR ALPHA) - Required. To specify the way in which each of the following reports will print, select the sort order. Number will sort employees by employee number. Alpha will sort

employees by last name.

MCP203 DIRECT DEPOSIT TRANSACTION REPORT - To sort numerically, select Number (“N”). To sort alphabetically, select Alpha (“A”).

MCP205 DIRECT DEPOSIT TRANSMISSION REPORT - To sort numerically, select Number (“N”). To sort alphabetically, select Alpha (“A”).

MCP124 401K & 125S MASTER LISTINGS - To sort numerically, select Number (“N”). To sort alphabetically, select Alpha (“A”).

MCP240 WEEKLY GROSS REGISTER - To sort numerically, select Number (“N”). To sort alphabetically, select Alpha (“A”).

MCP610 QUARTERLY EARNINGS REPORT - To sort numerically, select Number (“N”). To sort alphabetically, select Alpha (“A”).

FOR PAYROLL LIABILITY ORGANIZATION - Use these fields to define the organization that will be charged for payroll liability.

USE DEFAULT OR NO WILDCARDING - Required. One character. To specify that the organization will come from the following default, select Default (“D”). If you select default, the Payroll portion of the Financial Posting Table will allow wildcarding of liability accounts. Wildcarding the FPT allows you to use a shared Financial Posting Table with multiple payroll libraries.

To specify that the organization will not be wildcarded, select None (blank). If you do not wildcard, you will need to define the entire account number for the liability accounts in the Financial Posting Table.

For more information, see the *General Ledger Reference Manual*.

PAYROLL LIABILITY ORGANIZATION DEFAULT - Required if Default is selected in the previous field. Variable length digits. Type the organization that will be used to journal the payroll liability.

Function Key Descriptions

- F3** Return to the Payroll Definition Setup, Date Options screen.
- F4** Access the Window List for the field the cursor is in.
- F12** Return to the previous screen without saving the information.
- Enter** Save the information and access the Payroll Definition Setup, Time Card Options screen.

Payroll Definition Setup, Time Card Options Screen

The system displays this screen when you press Enter at the Payroll Definition Setup, Processing Options (2) screen.

Use this screen to determine the way the system will process time card entries.

Field Descriptions

WHAT IS THE DEFAULT COST TYPE FOR LABOR - Required. Maximum 2 digits. Type the cost type used as the default for labor when no cost type is entered at time entry or in the Job Master file. This cost type will be used to journal labor to Job Cost.

WHAT IS THE DEFAULT WAGE RATE METHOD - Required. One digit. Type the code of the wage rate method to be used as the default when no wage rate method is entered for the job in the Job Master file. Valid codes are:

- 1 - Use the standard default scheme for wage rate.
- 2 - Use the Davis/Bacon prevailing wage rate default scheme.

TRANSACTIONS IN ERROR BE PLACED IN A SUSPENSE BATCH - Optional. If you want the system to create a suspense batch for transactions in error during batch update, check the box ("Y").

If the batch contains errors, the system places the error transactions in a suspense batch, which you can access and correct. Batch 999 is reserved for error transactions.

To have the system only update batches that are error-free, leave blank. Before

update, all errors in a batch will need to be corrected.

Note: If someone makes changes to master files that result in errors after you run the batch edit, the system will create a suspense batch and generate an Error Suspense Edit report (MCP208) at batch update.

WHAT IS THE DEFAULT BENEFITS PACKAGE - Optional. Maximum 5 characters. Type the code for the benefits package to be used if no specific package exists on the Personnel Master or the Occupation Code Master.

This default should be the minimum benefits to which all employees are entitled

ALLOW PRODUCTION QUANTITY ENTRY ON TIME CARD ENTRY BY CREW - Optional. To allow production quantities to be entered in time card entry by crew, check the box (“Y”). Otherwise, leave blank.

For more information, see “About Crew Tracking” in this chapter.

Function Key Descriptions

- F3** Return to the Payroll Definition Setup, Date Options screen.
- F4** Access the Window List for the field the cursor is in.
- F12** Return to the previous screen without saving the information.
- F13** Toggle to view system feature options which control some of the application functions.
- Enter** Save the information and access the Payroll Definition Setup, Printing Options screen.

Payroll Definition Setup, Printing Options Screen

The system displays this screen when you press Enter at the Payroll Definition Setup, Time Card Options screen.

Use this screen to determine printing options for your Payroll Application.

MCP900 PAYROLL DEFINITION SETUP

Options Help

Printing Options

☐ Print pro-forma time sheets at completion cycle?

☐ Print equipment time report at completion cycle?

☐ Print equipment maintained time listing at completion cycle?

Print audit reports for:

☐ After employee master maintenance

☐ After employee deduction maintenance

☐ After union master maintenance

☒ Include available entitlements

Specify payroll check format:

☒ Standard ☐ Alternate

For checks and registers, choose one of the following sort options:

☐ Bank and last job worked

☒ Bank and employee number

☐ Bank and home job

☐ Bank, employee last name and first name

Enter=OK F3=Exit F12=Cancel

< >

Field Descriptions

PRINT PRO-FORMA TIME SHEETS AT COMPLETION CYCLE? -

Optional. To have the system automatically print pro forma time sheets, check the box ("Y"). Otherwise, leave blank.

The system generates the time sheets for the next payroll cycle when you generate checks in the current one.

PRINT EQUIPMENT TIME REPORT AT COMPLETION CYCLE? -

Optional. To have the system automatically print the Weekly Equipment Used Time Listing (MCE272) at payroll completion, check the box ("Y"). Otherwise, leave blank.

This report will only print when you run a payroll completion that includes time records with equipment information.

PRINT EQUIPMENT MAINTAINED TIME LISTING AT COMPLETION

CYCLE? - Optional. To have the system automatically print the Weekly Equipment Maintained Time Listing (MCE273) at payroll completion, check the box ("Y"). Otherwise, leave blank.

This report will only print when you run a payroll completion that includes time records with equipment information.

PRINT AUDIT REPORTS FOR - Optional. The system prints automatic audit reports to track maintenance on your P/R master files. A report will print for any of the following occasions:

AFTER EMPLOYEE MASTER MAINTENANCE? - To print an automatic audit report for employee master maintenance, check the box (“Y”). Otherwise, leave blank.

AFTER EMPLOYEE DEDUCTION MASTER MAINTENANCE? - To print an automatic audit report for employee deduction master maintenance, check the box (“Y”). Otherwise, leave blank.

AFTER UNION MASTER MAINTENANCE? - To print an automatic audit report for union master maintenance, check the box (“Y”). Otherwise, leave blank.

INCLUDE AVAILABLE ENTITLEMENTS - Optional. To have the system print entitlements on the check stub for either standard or alternate check formats, check the box (“Y”). Otherwise, leave blank.

SPECIFY PAYROLL CHECK FORMAT - Required. To print your payroll checks on the standard check format, select Standard (“1”). To use the alternate format, select Alternate (“2”). For an example of each check format, see “Print Payroll Checks” in Chapter 4.

FOR CHECKS AND REGISTERS, CHOOSE ONE OF THE FOLLOWING SORT OPTIONS - Required. Defaults to Bank and employee number. Select the sort order in which the checks and registers will print. Valid options are:

Bank and last job worked (“1”)

Bank and employee number (“2”)

Bank and home job (“3”)

Bank, employee last name and first name (“4”)

Function Key Descriptions

F3 Return to the Payroll Definition Setup, Date Options screen.

F4 Access the Window List for the field the cursor is in.

F12 Return to the previous screen without saving the information.

F13 Toggle to view system feature options which control some of the application functions.

Enter Save the information and access the Payroll Definition Setup, Direct Deposit Option screen.

Payroll Definition Setup, Direct Deposit Option Screen

The system displays this screen when you press Enter at the Payroll Definition Setup, Printing Options screen. For more information about setting up your system to process direct deposit, see “About Direct Deposit” in Chapter 3.

Use this screen to determine direct deposit information for your Payroll Application.

MCP900 PAYROLL DEFINITION SETUP

Help

Direct Deposit Option

Maximum number of deposit accounts available for each employee

Remote location name if transmitting by phone line

Comm. Line name if transmitting by phone line

Comm. Controller if transmitting by phone line

Tape device name if transmitting by tape

Tape device file name if transmitting by tape

Library

Number of Pre-notification days

Direct deposit bank

Library containing direct deposit data

Logon data.....(01-47)

(48-94)

ACH file header....(01-47)

(48-94)

ACH batch header...(01-47)

(48-94)

Field Descriptions

MAXIMUM NUMBER OF DEPOSIT ACCOUNTS AVAILABLE FOR EACH EMPLOYEE - Required. Maximum 2 digits. Type the number indicating the maximum number of active direct deposit accounts into which an employee can split direct deposits.

REMOTE LOCATION NAME IF TRANSMITTING BY PHONE LINE - Optional. Maximum 10 characters. Type the name of the remote location to which you will send direct deposit information by modem. Your bank should provide this information. If you leave this field blank, the telephone transmission choice is not displayed at the Direct Deposit Transmission option.

If you submit by phone line, the system will require you to submit a new transaction for each new transit code used to pay employees. The transit code is kept on the Bank Master. For more information, see “About Direct Deposit” in Chapter 3.

COMM. LINE NAME IF TRANSMITTING BY PHONE LINE - Optional. Maximum 10 characters. Type the communication line name necessary to send the direct deposit information by modem. This is the line description from the configuration for your transmission device. For more information about setting

up a communication line, see your AS/400 User's Manual.

COMM. CONTROLLER IF TRANSMITTING BY PHONE LINE -

Optional. Maximum 10 characters. Type the communication controller name necessary to send the direct deposit information by modem. This is the controller description from the configuration for your connection name. For more information about setting up a connection configuration, see your AS/400 User's Manual.

TAPE DEVICE NAME IF TRANSMITTING BY MAGNETIC TAPE -

Optional, but either remote location name or tape device name is required. Maximum 10 characters. Type the name of the tape device for loading magnetic tape. Your system administrator will determine this name. If you leave this field blank, the magnetic media choice is not displayed at the Direct Deposit Transmission option.

If you submit by tape, the system will require you to create a new tape for each new transit code used to pay employees. The transit code is kept on the Bank Master. For more information, see "About Direct Deposit" in Chapter 3.

TAPE DEVICE FILE NAME IF TRANSMITTING BY MAGNETIC

TAPE - Required if you transmit by magnetic tape. Maximum 10 characters. Type the file name for the tape device. Your system administrator will determine this name.

LIBRARY - Required, defaults to the library list set up during installation.

Maximum 10 characters. You usually do not need to maintain this library name. This is the name of the library where the system will find the payroll information. To change the library, type the new information over the old.

NUMBER OF PRE-NOTIFICATION DAYS - Optional. Maximum 2 digits. If your bank requires a waiting period, type the number of days between the first transmission and the first time the bank actually performs the direct deposit. If you leave this field blank, the system uses the first transmission date as the pre-notification date and assumes no waiting period.

During pay periods between the first transmission and the actual direct deposit, the system will continue to generate a paper check for the employee.

DIRECT DEPOSIT BANK - Optional. Maximum 2 characters. To specify which bank the system will use as the payroll bank for direct deposit, type the bank code.

If employees are paid from multiple banks, leave blank. The system will use the bank from the employee master as the direct deposit bank.

LIBRARY CONTAINING DIRECT DEPOSIT DATA - Required. Maximum 10 characters. Type the library name in which the system will collect direct deposit information. This field is provided if you use multiple payroll libraries.

This is the library where direct deposit information will be written during check generation. If the library indicated is not the current library, the system will copy direct deposit information to this library when checks are generated. A different member within the Direct Deposit Transaction File will be written for each payroll library.

LOGON DATA - Optional. Maximum 47 characters, 2 lines. Type the

information necessary to logon when you connect to the bank's server.

ACH FILE HEADER - Optional. Maximum 47 characters, 2 lines. Type the information necessary for ACH Transmission. The ACH File Header is user-unique information. Contact your bank for specific requirements.

ACH BATCH HEADER - Optional. Maximum 47 characters, 2 lines. Type the information necessary for ACH Transmission. The ACH Batch Header is user-unique information. Contact your bank for specific requirements.

Function Key Descriptions

F3 Return to the Payroll Definition Setup, Date Options screen.

F4 Access the Window List for the field the cursor is in.

F12 Return to the previous screen without saving the information.

Enter Save the information and access the Payroll Definition Setup, Wage Attachment Auto Payment Option screen.

Payroll Definition Setup, Wage Attachment Auto Payment Option Screen

The system displays this screen when you press Enter at the Payroll Definition Setup, Direct Deposit Option screen.

Use this screen to determine defaults for automatic payments within your Payroll Application.

Field Descriptions

USE WAGE ATTACHMENT FEATURE? - Optional. To have the system automatically create an A/P batch for specific deductions at payroll completion, check the box (“Y”). Otherwise, leave blank.

For more information about setting up deductions for automatic A/P batches, see “About Deduction To Invoice Generation” in Chapter 3.

USER ID FOR A/P PAYMENT BATCH - Required to create automatic A/P batches for deductions. Type the User I.D. to be used on all A/P batches created through payroll.

DEFAULT A/P HOME JOB - Required to create automatic A/P batches for deductions. Type the home job that will be used on the A/P batch created through Payroll. The system derives the bank used for paying A/P invoices from the A/P bank on the home job.

For more information, see the *Job Cost Reference Manual*.

DEFAULT A/P LIABILITY TYPE - Required to create automatic A/P batches

for deductions. Type the code to be used as the A/P liability type on the A/P batch created through Payroll. This code must be a valid code in the A/P Liability Type file.

For more information about this system code, see the *Accounts Payable Reference Manual*.

Function Key Descriptions

- F3** Return to the Payroll Definition Setup, Date Options screen.
- F4** Access the Window List for the field the cursor is in.
- F12** Return to the previous screen without saving the information.
- Enter** Save the information and access the Payroll Definition Setup, Overtime Smoothing screen.

Payroll Definition Setup, Overtime Smoothing Screen

The system displays this screen when you press Enter at the Payroll Definition Setup, Wage Attachment Auto Payment Option screen.

Use this screen to determine the standard hours used for overtime smoothing.

MCP900 PAYROLL DEFINITION SETUP

Help

Overtime Smoothing

What is the standard workweek hours 40

What is the standard daily hours

Sun	Mon	Tue	Wed	Thu	Fri	Sat
0	8	8	8	8	8	0

Enter=OK F3=Exit F4=List F12=Cancel

Field Descriptions

WHAT IS THE STANDARD WORKWEEK HOURS - Required if using Overtime Smoothing. Maximum 3 digits. Type the number of hours that the system will use as the standard workweek. The system uses this amount as the standard when performing the Overtime Smoothing Process.

For employees subject to overtime smoothing, the system will automatically change regular hours over this amount to overtime hours.

Note: The standard work week does not have to equal the standard daily hours in the following field.

WHAT IS THE STANDARD DAILY HOURS - Required if using Overtime Smoothing. Maximum 2 digits. Type the number of hours that the system will use for each standard workday.

Function Key Descriptions

F3 Return to the Payroll Definition Setup, Date Options screen.

F12 Return to the previous screen without saving the information.

Enter Save the information and access the Payroll Definition Setup, Wage Rate Calculation screen.

Payroll Definition Setup, Wage Rate Calculation Screen

The system displays this screen when you press Enter at the Payroll Definition Setup, Overtime Smoothing screen.

Use this screen to define the factors for wage rates used in your Payroll Application.

Field Descriptions

WHAT IS THE FACTOR FOR THE FOLLOWING WAGE RATE - Optional.
Maximum 3 digits, 2 decimals. Type the factors to be used in calculating wage rates that are different from an employee's regular rate. Factors might include 1.5 for overtime or 2.0 for double time.

When you add a new occupation code to the wage rate file and indicate the wage rate 1, the system uses these factors to calculate wage rates 2-5 automatically. The calculated wage rates can always be overridden by a different wage rate.

Function Key Descriptions

F3 Return to the Payroll Definition Setup, Date Options screen.

F12 Return to the previous screen without saving the information.

Enter Save the information and return to the Payroll Definition Setup, Date Options screen.

Payroll Setup (MCP040)

Access

Menu 101, Option 11

Purpose

Use the Payroll Setup report (MCP040) as a printed record of the decisions you made for P/R Definition Setup and the Payroll Date Schedule file.

The system lists the data information in these files, even if it is not maintained by the user.

Print Procedure

Step 1: At the P/R Installation Menu (101), choose Option 11, Definition Setup. The system displays the Standard Report Request Screen with the title, "Definition Setup."

Step 2: Optionally change the job date.

Step 3: **To submit the report to print**, press F6.

To return to the menu without submitting the report, press F3.

Contents

The information in this report comes from the Payroll Application Definition Setup file (Z15EDS) and Payroll Date Schedule Master File (J5DATE).

A sample report follows.

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Payroll Setup

DATE 7/22/99 PAGE 1

Date Options
Payroll period/year.....04/01
Payroll period/year.....02

Processing Options (1)
Burden rule.....2
Numeric employee number.....
Use employee no. for G/L deduction journal minor element.....Y
Split week processing.....Y
Job cost update week.....S
Cost allocation processing.....Y
Calculate and process recharge time and rates.....Y
Update billing at batch update.....Y
Use future periods to post time.....Y
Regular pay cycle Special Tax Table Check Type.....S
"Special Tax Table only" pay cycle.....
Overtime smoothing.....Y
Verify prevailing wage rate setup in batch edit.....Y

Processing Options (2)
Protect check date for submitted checks.....Y
Protect check no. for submitted checks.....Y

Report sort order:
MCP203 - Direct Deposit Transaction Report.....N
MCP205 - Direct Deposit Transaction Report.....A
MCP124 - 401K & 125S Master Listings.....N
MCP240 - Weekly Gross Register.....A
MCP610 - Quarterly Earnings Report.....A

Default or no wildcarding Payroll liability organization.....D
Default payroll liability organization.....500-15

Time Card Options
Default labor cost type.....01
Default wage rate method.....1
Place transactions in error in suspense batch.....
Default benefits package.....BENIF
Allow production quantity entry on time card entry by crew.....Y

Printing Options
Print pro-forma time sheets at completion cycle.....
Print equipment time report at completion cycle.....Y
Print equipment maintained time listing at completion cycle...Y

Print audit reports:
After employee maintenance.....Y
After employee deduction maintenance.....Y
After union master maintenance.....

Include available entitlements.....Y
Payroll check format.....1
Check sort options.....4
Register sort options.....4

Direct Deposit Options
Maximum deposit accounts per employee.....03

Phone line transmission options:
Remote location name.....
Communications line name.....
Communications controller name.....

Tape transmission options:
Tape device name.....TAP02
Tape device file name.....QTAPE
Tape device file library.....*LIBL

Pre-notification days.....01
Direct deposit bank.....2B
Direct deposit data library.....TLDCLFLS42

Logon data:
1-47.....
48-94.....

ACH file header:
1-47.....101 00000000199999999912310000 094101DIRECT
48-94.....DEPOSIT BANK BUILDNET QCL ENVIRONMENT

ACH batch header:
1-47.....5220TLC1FLS DISCRETIONARY DATA 1582223
48-94.....733PPDPAYROLL 991231000100000000TLC1

Wage Attachment Auto Payment Option
Wage attachment feature utilization.....Y
A/P Payment batch user ID.....PR
Default A/P home job.....777771
Default A/P liability type.....1

Overtime Smoothing
Standard workweek hours......040

Standard daily hours:
Sunday.....0
Monday......08

Wage Rate Calculation
Wage rate factors:
Wage 2......00150
Wage 3......00200
Wage 4......00300
Wage 5......00350

Trueline Systems V1 Release 4 QC-1

Payroll Setup

DATE 7/22/99 PAGE 2

Overtime Smoothing	Wage Rate Calculation	Cont.
Tuesday.....		Cont.....08
Wednesday.....	08
Thursday.....	08
Friday.....	08
Saturday.....	0

P/R Date Scheduler
Company code.....MCS
Cost period/year.....03/02
Weekly ethnic reporting.....
Clear deduction.....
Period ending date.....03/18/02
Pay period number.....77
Processing quarter.....1
Week completed.....C
Report series 1.....
Report series 2.....
Report series 3.....
Report series 4.....
Completion flag.....
Payroll period/year.....03/02
Split week.....
Split period/year.....00/00
Split ending date.....00/00/00
Week of month.....0
Original payroll date.....00/00
Check date.....03/20/02
Skip direct deposit.....

END OF REPORT

Payroll System Codes Maintenance

Access

Menu 101, Option 2

Description

Use this option to maintain the system codes used in the Payroll System Code Tables files (ZDSYSV).

Throughout the master files and processing screens of the P/R Application you enter P/R system codes to identify various kinds of information. These codes are defined in the P/R System Code Tables.

Some P/R code tables are entirely predefined, and you cannot add, change, or delete the codes or code descriptions they contain from within the P/R Application.* Other code tables are entirely user-defined; you define the codes and their descriptions. Still other code tables contain both predefined and user-defined codes and descriptions.

The user-defined P/R system codes must be set up in the P/R System Code Tables before you can use them in the P/R Application.

*The predefined system codes are set up and maintained through the System Services Application. See your company's security administrator or the "*System Services Reference Manual*" for more information about the setup and maintenance of predefined system codes.

You can print a list of all codes using Payroll Codes Listing (MCL001). You can also print a single code table using Payroll Code Listing (MCL901).

Procedure

Step 1: At the P/R Installation Menu (101) choose Option 2, System Codes. The system displays the Payroll, Code Table Selection screen.

Step 2: At the Payroll, Code Table Selection screen, you can select a code table to maintain or print a code table.

To select the code table to maintain, select the record you want and press Fetch ("F"). The system displays the Payroll, Codes Maintenance screen for the code table you selected.

To print a listing of all codes defined for a code table, select the record you want and press Print ("P"). For more information, see "Payroll Code Listing (MCL901)."

Step 3: At the Payroll, Codes Maintenance screen, add, maintain, or delete codes as necessary.

To add a code, enter the code and description at the first available blank line.

To change a code, delete the existing description and add the new description.

To delete a code, select a record and press Delete (“D”). You cannot delete predefined codes.

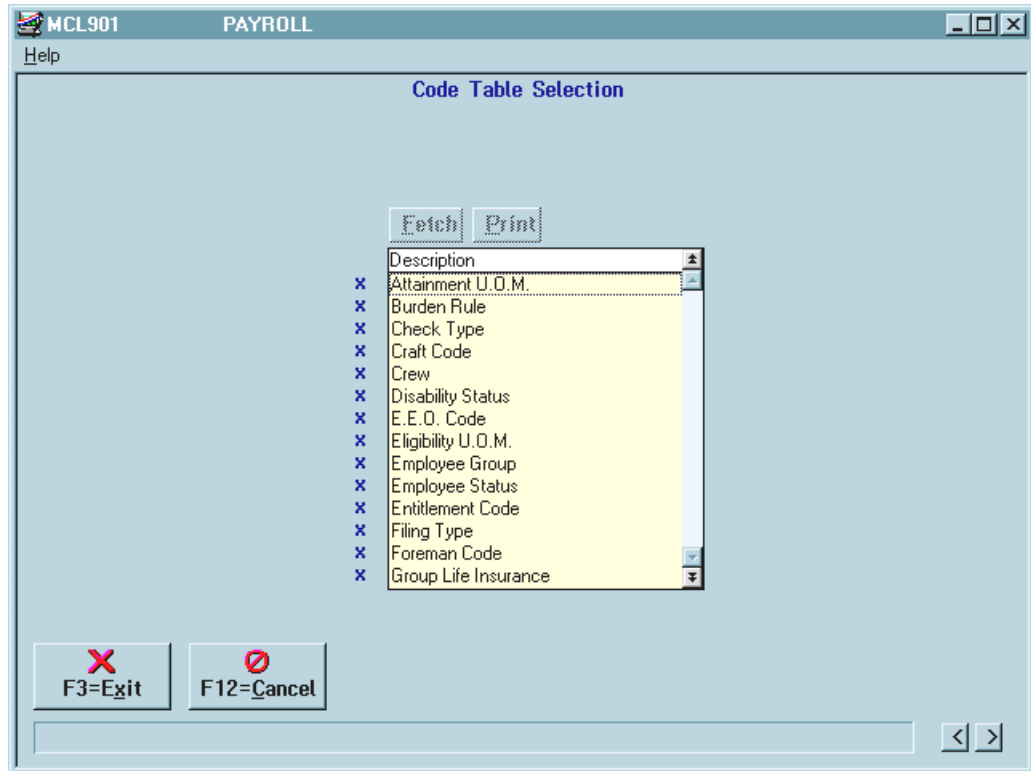
To return to the Code Table Selection screen, press F12.

Step 4: To return to the menu, press F3.

Payroll, Code Table Selection Screen

The system displays this screen when you choose System Codes at the P/R Installation Menu.

Use this screen to select the type of code table you want to maintain or to print.



Field Descriptions

ACTION BUTTONS - Optional. To access the maintenance screen of a specific code table, select the record you want and press Fetch (“F”).

To print a listing of the current codes in a specific code table, select the table you want and press Print (“P”).

DESCRIPTION - Display only. The system displays each Payroll system code table.

The system code tables are:

ATTAINMENT U.O.M. - Predefined only. This table contains the unit of measure codes used in Entitlements Maintenance to indicate whether the attainment period is measured in weeks or months.

BURDEN RULE - Predefined only. This table contains the burden rule codes that define how burden is applied to the job.

The predefined burden rule codes are:

1 - Tax, Union, W/C Burden without limits. **3** - Flat Burden and W/C Burden.

2 - Tax, Union, W/C Burden with limits.

4 - Flat Burden, Union and W/C Burden.

For more information on which burden rule to use as a default for your Payroll Application, see “Payroll Definition Setup” in this chapter.

CHECK TYPE - Maximum 1 character, both predefined and user-defined. This table contains the check type codes used in Time Entry, Deductions, and Prepay Entry to post payroll information to the appropriate pay period.

Check type codes (1-5) allow posting to open pay periods prior to the current pay period. If you leave the check type field blank or use any user-defined check type code at the Time Entry screen, the system posts to the current pay period. For more information, see “Using Check Types For Posting” in Chapter 4.

Use this code, for example, to record handwritten payroll checks. The checks and time entry records can be entered into the system during a later pay cycle, but may be posted to the pay cycle in which they occurred. Prior pay cycles may cross over into a prior month as long as the month end close has not been processed.

The predefined check type codes are:

1 - Current P/R period minus 1 period

4 - Current P/R period minus 4 periods

2 - Current P/R period minus 2 periods

5 - Current P/R period minus 5 periods

3 - Current P/R period minus 3 periods

CRAFT CODE - Maximum 1 character, user-defined. You can define codes in the Craft Code table to represent your trades and crafts of the members of specific unions in the Union Master file.

CREW - Maximum 3 digits, user-defined. You can define codes in this table to represent specific work crews. You can enter these codes as information in Time Entry Batch Processing.

DISABILITY STATUS - Maximum 1 character, user-defined. You can define various type of employee disability status. The codes you define in this table are used as information in the Labor Master file.

E.E.O. CODE (Equal Employment Opportunity) - Predefined only. This table contains codes for specifying employee ethnicity in the Personnel Master file. The system uses this information to produce the reports that meet federal and state requests for E.E.O. information.

The predefined E.E.O. codes are:

B - Black

M - Mexican

C - Caucasian**O** - Oriental**I** - American Indian**S** - Spanish-Hispanic

ELIGIBILITY U.O.M. - Predefined only. This table contains unit of measure codes used in Entitlements Maintenance to indicate whether the eligibility period or duration is measured in hours, weeks, or months.

EMPLOYEE GROUP - Maximum 3 digits, user-defined. In this table, you can define codes to represent groups or categories of employees. For example, you can define different group codes for salaried and hourly wage employees. The codes you define in this table can be entered as information in the Labor Master file.

EMPLOYEE STATUS - Maximum 1 character, both predefined and user-defined. This table is delivered with one predefined employee status code: “D” for deceased (used to enter appropriate information on the W-2 forms). You can define other types of employee status for use as information in the Labor Master file.

ENTITLEMENT CODE - Predefined only. This table contains entitlement codes used for Time Entry Maintenance. The system uses these codes in accruing entitlement hours.

The predefined entitlement codes are:

C - Compensation**R** - Retroactive pay**E** - Severance Pay**S** - Sick pay**H** - Holiday pay**V** - Vacation pay**P** - Penalty

FILING TYPE - Predefined only. This table contains codes to define the tax filing status of employees for those states that have special requirements. The system uses these codes when calculating W-2 information. See your state tax code for information about using filing types.

The predefined filing type codes are:

1 - Single**4** - Widowed**2** - Married, Joint**5** - Head of Household**3** - Married, Separate

FOREMAN CODE - Maximum 5 characters, user-defined. You can use this table to define codes that identify foremen. This is information only.

GROUP LIFE INSURANCE - One character, user-defined. You can use this table to define codes for identifying carriers of group life insurance. You can enter these codes as information in the Labor Master file.

LIAB. INS. CARRIER - One character, user-defined. You can use this table

to define codes for identifying carriers of liability insurance. You can enter these codes as information in the Labor Master file.

LONG TERM DISABILITY - One character, user-defined. You can use this table to define codes for identifying carriers of long term disability insurance. You can enter these codes as information in the Labor Master file.

MARITAL STATUS - Predefined only. This table contains the two predefined codes used in the Labor Master for determining marital status for federal tax reporting and calculations.

The predefined marital status codes are:

1 - Single

2 - Married

MEDICAL PLAN - One character, user-defined. You can define codes in this table to represent your employee medical plans. You can enter these codes as information in the Labor Master file.

PAY FREQUENCY - Predefined only. This table contains codes used in the Personnel Master file to identify the formulas by which taxes are calculated each pay period.

The predefined pay frequency codes are:

1 - Weekly (Tax is withheld at 1/52 of annualized total)

2 - Bi-weekly (Tax is withheld at 1/26 of annualized total)

3 - Semi-monthly (Tax is withheld at 1/24 of annualized total)

4 - Monthly (Tax is withheld at 1/12 of annualized total)

PCT. OF GROSS RULE (Percent of Gross Rule) - Predefined only. The codes defined in this table can be used in Union Master Maintenance to specify methods for calculating union fringe benefit withholding based on a percent of payroll. See "Union Master Maintenance" in Chapter 3.

The predefined percent of gross rule codes are:

1 - Percent of gross pay

2 - Percent of straight-time equivalent

PENSION CODE - One character, user-defined. You can define codes in this table to represent pension information. You can enter these codes as information in the Labor Master file for W-2 purposes.

PROFIT SHARING - One character, user-defined. You can define codes in this table for your profit sharing plans. You can enter these codes as information in the Labor Master file.

PROJECT MANAGER - One character, user-defined. You can define codes in this table to identify project managers and enter these codes as information in time entry records.

RECHARGE CODE - One character, user-defined. The codes you define in

REHIRE CODE - One character, user-defined. You can define codes for identifying the rehire status of employees, for example, whether an employee has been rehired, is eligible for rehire, and under what conditions. You can enter these codes as information in the Labor Master file.

SKILL LEVEL - Predefined only. The codes defined in this table are used in the Union Master file to identify skill levels of employees belonging to specific unions.

A - Apprentice **T** - Trainee
J - Journey Worker

The predefined tax table type codes are:

1 - Single
2 - Married
3 - Head of household
4 - Widowed
5 - Separated

If your state has unique tax requirements, tax table codes can be added. For more information, see the *System Services Reference Manual*.

UNION DEDUCTION RULE - Predefined only. This table is delivered with codes for determining the wages on which union fringe payroll deductions are calculated. You enter these codes in the Union Master file.

1 - All hours worked 3 - All hours, double overtime
2 - All hours, factoring overtime 4 - Straight-time hours only

2-45

union deduction calculations.

UNION REPORT GROUP - Maximum 1 character, user-defined. These codes can be entered as information in Occupation Code Maintenance.

UNION RULES (Employer Union Fringe Rules) - Predefined only. This table contains codes for determining the wages on which an employer's contribution to union fringe is calculated. You enter these codes in the Union Master file.

The predefined union rules codes are:

Based on amount per hour:	Based on percent of gross:
1 - All hours	7 - Gross pay (total of ST, OT, and taxable lump sum)
2 - All hours - factored overtime	8 - Straight-time equivalent pay (total hours x ST rate)
3 - All hours - double overtime	
4 - Straight time hours only	
5 - Time and a half hours only	
6 - Double time hours only	

VETERAN STATUS - Maximum 1 character, user-defined. You can define codes in this table for identifying veteran status, such as whether or not the employee is a veteran, a disabled veteran, and so on. You can enter these codes as information in the Labor Master file.

W/C INS. CARRIER - Maximum 1 character, user-defined. You can use this table to define codes for identifying carriers of workers' compensation insurance. You can use these codes as information in the Insurance Master file.

WAGE RATE CODE - Predefined only. The codes defined in this table identify wage rates 1-5. Regular time uses wage rate 1. Codes 2-5 can be used on time records to identify the wage rate used to calculate gross for overtime or premium time.

The predefined wage rate codes are:

1 - Regular/Wage Rate 1	4 - Wage Rate 4
2 - Wage Rate 2	5 - Wage Rate 5
3 - Wage Rate 3	

WAGE RATE METHOD - Predefined only. The codes defined in this table apply to Davis/Bacon rules for wage rates.

The predefined Wage Rate Method codes are:

1 - Entered, Labor Master, Wage Rate	2 - Prevailing Wage
---	----------------------------

For more information on which burden rule to use as a default for your Payroll Application, see “About Davis/Bacon Prevailing Wage” in Chapter 3.

Function Key Descriptions

- F3** Return to the menu.
- F12** Return to the menu.
- Roll** Access records not displayed.

Payroll, Codes Maintenance Screen

The system displays this screen when you select a record and press Fetch (“F”).

Use this screen to add, change, or delete user-defined codes and descriptions. The sample below displays the Entitlement Code table.

Code	Description
x C	Compensation
x E	Severance Pay
x H	Holiday Pay
x P	Penalty
x R	Retroactive Pay
x S	Sick Pay
x V	Vacation Pay

Field Descriptions

(Code Table) - Display only. This is the code table you selected at the previous screen.

BEGIN LIST WITH - Optional. Maximum 5 characters. To begin the displayed list with a specific code, type the code and press Enter.

ACTION BUTTON - Optional. To delete a user-defined code and its description, select the record and press Delete (“D”).

Warning: Do not delete codes used in Master Files.

CODE - Optional. Variable length characters. To add a user-defined code, type the new code in the next available code field. To change a user-defined code, delete the existing code and enter a new one.

DESCRIPTION - Optional. Maximum 25 characters. To add a description, type the description next to the newly defined code. To change a description, select the description and type the new information over the old.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

Enter Save the information.

Roll Display additional records not shown.

Payroll Code Listing (MCL901)

Access

Menu 101, Option 2

Purpose

Use this option to print a specific Payroll Code Listing (MCL901). This report lists only the system codes selected for print at the Payroll, Code Table Selection screen.

You can also print a list of all codes associated with Payroll using the Payroll Code Listing (MCL001).

Print Procedure

Step 1: At the P/R Installation Menu (101) choose Option 2, System Codes Maintenance. The system displays the Payroll, Code Table Selection screen.

Step 2: At the Payroll, Code Table Selection screen, select the table to print and press Print ("P"). The system displays the message "System Code Print Completed."

To add, maintain, or delete code tables, see "Payroll System Codes Maintenance" in this chapter.

Step 3: To return to the menu without submitting the report, press F3.

Contents

The information in this report comes from the System Codes file (ZDSYSV), maintained through System Codes Maintenance.

A sample report follows this description.

TrueLine Documentation-Construction

PAYROLL
Code Listing

Page 1

Check Type

Code		Description	Allow Maint.
-----		-----	-----
B	Bonus		Y
E	Expense Reimbursement		Y
1	Current payroll period -1 week		
2	Current payroll period -2 wks.		
3	Current payroll period -3 wks.		
4	Current payroll period -4 wks.		
5	Current payroll period -5 wks.		

Payroll Code Listing (MCL001)

Access

Menu 101, Option 12

Purpose

Use this option to print the Payroll Code Listing (MCL001) with all current system code information for Payroll. This information is sorted by code type. For each code type, individual system codes are listed, along with their descriptions and whether or not maintenance is allowed for them.

For more information, see “Payroll System Codes Maintenance” in this chapter.

Print Procedure

Step 1: At the Payroll Installation Menu (101) choose Option 12, System Codes Listing. The system displays the Standard Report Request screen with the title “System Code Listing.”

Step 2: Optionally change the job date.

Step 3: **To submit the report to print,** press F6.

To return to the menu without submitting the report, press F3.

Contents

This report contains all P/R system code information from the System Codes file (ZCSYSC). Sorted by code type, it lists each code, its description, and whether or not maintenance is permitted for that code.

A sample report follows this description.

TrueLine Documentation-Construction

PAYROLL
Code Listing

Page 1

Code	Description	Allow Maint.
------	-------------	-----------------

Attainment U.O.M.

MOS	Months
WKS	Weeks

Burden Rule

1	Tax, union, W/C burden w/o limit
2	Tax, union, W/C burden w/limits
3	Flat burden and W/C burden
4	Flat burden, Union & W/C burden

Check Type

B	Bonus	Y
E	Expense Reimbursement	Y
1	Current payroll period -1 week	
2	Current payroll period -2 wks.	
3	Current payroll period -3 wks.	
4	Current payroll period -4 wks.	
5	Current payroll period -5 wks.	

Craft Code

A	Apprentice	Y
S	Skilled	Y

Crew

001	Rothman Crew	Y
002	Horace Crew	Y

Disability Status

A	Family Leave	Y
B	Permanent Leave	Y
C	Temporary Leave	Y

E.E.O. Code

B	Black
C	Caucasian
I	American Indian
M	Mexican
O	Oriental
S	Spanish-Hispanic

Eligibility U.O.M.

HRS	Hours
MOS	Months
WKS	Weeks

* * * END OF REPORT * * *

Chapter 3: Master Files

Master files must be set up before you can use the application. Master files are maintained (information added, changed, and deleted) as needed to reflect changes in your company.

For example, you must set up your Pay Period Date Schedule File before you can run a payroll cycle.

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About Master File Listings

Listings are reports of entries in master files. The listings for master files are included in this chapter immediately following the master file description.

Many listings are generated using a standard report request screen. With this screen, you will automatically get every record in the file. Other listings use request screens that are specific to the file and offer more selection. The standard report request screen is described in the Appendix to the *System Services Reference Manual*. The unique screens are described in this chapter with the listing they generate.

About Deduction Tables

The **TrueLine** System supports two types of deduction tables that work in different ways. Depending upon the requirements of the deduction, you may need to set up deductions using the Deduction Table or you may need to set up deductions using the 401K/125S Deduction Table.

For more information about setting up the deductions, see “About Setting Up Deduction Records” in this chapter.

For the purposes that follow, use the deduction type that is checked:

If you want to set up deductions:	Use Misc.	Use 401K
<u>Set up in Deduction Tables</u>		
That have priority over other deductions taken from the employee	X	X
That need to be sent directly to a payment batch in Accounts Payable	X	X
That are taken before or after federal, state, county, or city taxes (FICA, SUI, SDI, etc.)	X	X
That are set up as employee deductions	X	X
That are taken before or after those set up as union deductions	X	
That are associated with a particular union/sub-union	X	
Where exemptions for SIT, SUI, SDI are regulated differently in one state than in another		X
<u>Set up in Deduction Masters</u>		
That are made valid for specific check types used in payroll	X	X
That can be ignored for any given pay period	X	X
That limit the maximum monthly, yearly, or total amounts on the deduction	X	X
That take a specific amount for every pay period	X	X
That take a percent of gross from an employee's paycheck	X	X
With a minimum amount of gross that must be earned before the deduction will be taken	X	X
That can specify the voucher description used on the A/P batch.	X	X
That are taken or changed only for specific pay periods	X	

If you want to set up deductions:	Use Misc.	Use 401K
That take a specific amount per day or per hour from the employee's check	X	
That take a percent of net from the employee's paycheck	X	
With a maximum amount taken for each pay period, regardless of the percent of gross calculation	X	
That are set up as employer deductions		X
That limit the maximum monthly, yearly, or total amounts taken before taxes, regardless of the deduction amount		X
That leave the employee with a net amount on every paycheck		X

Using Regular Deduction Tables

For Prioritizing Deductions

If you want certain deductions taken before others, the system uses the priority number to order the deductions. The largest priority number is taken first. For deductions that have the same priority number, those that are exempt from federal, state, county or city taxes come out first. For deductions that are set up equally for tax exemption, the record with the lowest deduction number will be taken first.

For records set up with the same priority code, 401K/125S deductions for an employee are always taken before miscellaneous deductions, regardless of the deduction number.

For Union/Before Union Deductions

If you want to create a union deduction that cannot be set up on the union master, deductions can be specified as union deductions. The system will take all deductions flagged as "before union" prior to those flagged as union deductions, regardless of the deduction number. If the employee does not have enough money to pay all deductions, the deductions set up as before union will be paid before union deductions.

For Sending Collected Amounts To A Vendor

If you need to set up deductions that will be sent directly to a vendor, you can identify the payment vendor on the deduction table. Once you set up the deduction for an employee, the system will create an A/P voucher batch at payroll completion. The

batch can be run through A/P to create a check.

Deduction number: 100
Deduction description: Contra Costa Wage Garnishment

Priority code: 9 (1-9, 9 is taken first)
Union number:
Payment Vendor: CCCFC

Deduction type:
☒ misc ☐ before union
☐ union ded

Check if this deduction is to be taken prior to tax deductions:
☐ F.I.T. ☐ F.I.C.A. ☐ F.U.I.
☐ S.I.T. ☐ S.D.I. ☐ S.U.I.
☐ COUNTY ☐ CITY

The system will use the bank code on the job specified in P/R Definition Setup.

For more information about setting up a deduction to be sent to a payment vendor, see “About Deduction To Invoice Generation” in this chapter.

For Specifying Deduction Exemptions

If government requirements specify that a deduction is exempt from taxes, the system will take the deduction before it calculates the employee’s taxes.

Check if this deduction is to be taken prior to tax deductions:
☒ F.I.T. ☐ F.I.C.A. ☐ F.U.I.
☒ S.I.T. ☐ S.D.I. ☐ S.U.I.
☐ COUNTY ☐ CITY

If some states, counties or cities are tax exempt, and others are not tax exempt, flag the main record on the Deduction Table Maintenance screen as *Prior* to Tax Deductions. For any region where taxes need to be taken *before* the deduction, use the Exemptions screen to flag the specified region. Deductions will be taken prior to taxes only if flagged on both the main screen and on the State Exemptions screen.

MCG901 DEDUCTION TABLE MAINTENANCE

Help

State Exemptions

Deduction number: 30 Description: 125S DEDUCTION

St	Name	St	Name
<input type="checkbox"/>	01 ALABAMA	<input type="checkbox"/>	20 KANSAS
<input type="checkbox"/>	02 ALASKA	<input type="checkbox"/>	21 KENTUCKY
<input checked="" type="checkbox"/>	04 ARIZONA	<input type="checkbox"/>	22 LOUISIANA
<input type="checkbox"/>	05 ARKANSAS	<input type="checkbox"/>	23 MAINE
<input type="checkbox"/>	06 CALIFORNIA	<input type="checkbox"/>	24 MARYLAND
<input type="checkbox"/>	08 COLORADO	<input type="checkbox"/>	25 MASSACHUSETTS
<input type="checkbox"/>	09 CONNECTICUT	<input type="checkbox"/>	26 MICHIGAN
<input type="checkbox"/>	10 DELAWARE	<input type="checkbox"/>	27 MINNESOTA
<input type="checkbox"/>	11 DISTRICT OF COLUMBIA	<input type="checkbox"/>	28 MISSISSIPPI
<input type="checkbox"/>	12 FLORIDA	<input type="checkbox"/>	29 MISSOURI
<input type="checkbox"/>	13 GEORGIA	<input type="checkbox"/>	30 MONTANA

The exemption will cause the system to take *all* state taxes (SIT, SUI, and SDI) *before* the deduction. If you need some state taxes to come out before the deduction, but not others, (only prior to SIT, but not prior to SDI) then use the 401K/125S Deductions Table.

For Employee Deductions

The system considers all miscellaneous deductions employee deductions. If you need to accrue liability for additional employer burden, use the 401K/125S Deductions Table.

Using 401K/125S Deduction Tables

For Prioritizing Deductions

The priority number for 401K/125S deductions works in the same manner as regular deductions. For general priority information, see Using Regular Deduction Tables, above.

However, if records all have the same priority code, when using both types of deductions, 401K/125S deductions for an employee are always taken before miscellaneous deductions, regardless of the deduction number.

For Collecting Deductions To Send To A Vendor

Like miscellaneous deductions, 401K/125S deductions can also be set up to create an A/P voucher batch at payroll completion. The batch can be used in Accounts Payable to create a check for deduction liabilities.

For more information about setting up a deduction to be sent to a payment vendor, see “About Deduction To Invoice Generation” in this chapter.

For Specifying Deduction Exemptions

401K/125S deductions can be set up to meet government requirements for deductions

that are tax exempt. Set up the federal record for federal exemptions. No matter where the employee works, the system will take the deduction prior to federal taxes, but after state taxes.

Flag the federal record on the 401k/125s deduction table maintenance screen as prior to only *federal* tax deductions.

The screenshot shows the 'Deduction Definition' window. At the top, 'Deduction number' is 401. To the right, 'State' is 0, 'County' is 0, and 'City' is 0. An arrow points from the text 'Federal Record' to the 'State' field. Below this, 'Contribution by' has radio buttons for 'Employee', 'Employer', and 'Both', with 'Both' selected. 'Deduction description' is '401 K DEDUCTION'. Below that, 'Priority code' is 9, with a note '(1-9, 9 is taken first)'. To the right, 'Valid For All Check Types' is checked. At the bottom, a section titled 'Check to take this deduction PRIOR to tax deductions' contains checkboxes for F.I.T., F.I.C.A., F.U.I., County, City, S.I.T., S.D.I., and S.U.I. An arrow points from the left to the 'Check to take this deduction PRIOR to tax deductions' section.

If you need deductions to be taken prior to taxes in some states, counties, or cities, but not in others, create a separate record for each state, county or city and flag each appropriately. If you need some taxes to come out before the 401K/125S deduction (only prior to SIT, but not prior to SDI), you can also set this up on the deduction table.

The screenshot shows the 'Deduction Definition' window. At the top, 'Deduction number' is 401. To the right, 'State' is 6, 'County' is 0, and 'City' is 0. An arrow points from the text 'State Record' to the 'State' field. Below this, 'Contribution by' has radio buttons for 'Employee', 'Employer', and 'Both', with 'Both' selected. 'Deduction description' is '401 K CALIFORNIA'. Below that, 'Priority code' is 9, with a note '(1-9, 9 is taken first)'. To the right, 'Valid For All Check Types' is checked. At the bottom, a section titled 'Check to take this deduction PRIOR to tax deductions' contains checkboxes for F.I.T., F.I.C.A., F.U.I., County, City, S.I.T., S.D.I., and S.U.I. An arrow points from the left to the 'Check to take this deduction PRIOR to tax deductions' section. In this record, S.I.T. and S.U.I. are checked.

The system will use the deduction for the specific state, county, or city when the job is in the region. Each region should be set up as a separate deduction for an employee if it has specific tax exempt requirements. The system will use the appropriate deduction master whenever the employee works in the corresponding region. If no exception exists for the specific region, the system will use the federal record only.

To limit the amount that can be taken prior to taxes, use the 401K and 125S Deduction Master.

For Employee/Employer 401K/125S Deductions

If you need to set up deductions that are employee deductions, on the 401K/125S Deductions Table, you can indicate whether this is an employee (“I”) deduction or if it is for Both employee and employer (blank). The system will allow you to add employee master records using a deduction table with either of these codes.

If you need to set up deductions that are employer deductions, on the 401K/125S Deductions Table, you can indicate whether this is an employer (“E”) deduction or if it is Both employer or employee (blank). The system will allow you to add employee master records using a deduction table with either of these codes.

MCP923 401(k)/125(s) DEDUCTION TABLE MAINTENANCE CHG

Options Help

Deduction Definition

Deduction number State County City

Contribution by

☐ Employee ☐ Employer ☒ Both

Deduction description

If a deduction is an employer contribution, the system uses one G/L account for all employee accrual. Use the 401K Contribution and 125S Insurance Deduction Labor Master Listing (MCP124) to see current and prior year employer liability accruals for each employee.

About Deduction Based Invoice Generation

The Payroll Application can be set up to automatically create an A/P batch for employee deductions that need to be paid directly to a specific vendor. This feature allows you to deduct the necessary amounts from an employee's check and the system will create the batch journaling records for A/P when you run Payroll completion.

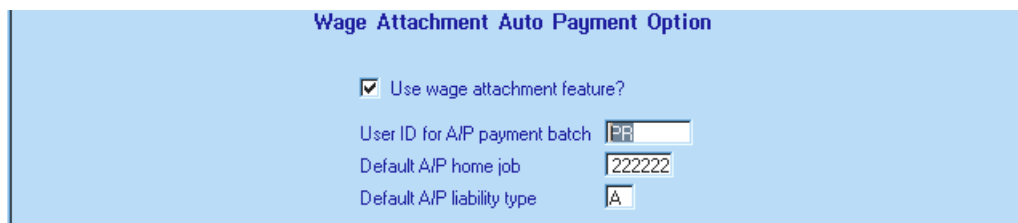
With this process, the system creates an immediate offset to the deduction credit account and debits the A/P liability account derived with the liability type you specify in P/R Definition Setup.

The payroll completion cycle creates a batch and processes the edit for the batch. If the information derived for the batch is error-free, the batch can be submitted for update with no additional maintenance.

If maintenance is required due to G/L errors, the batch can still be maintained in A/P. For more information, see the *Accounts Payable Reference Manual*.

To set up a deduction to create an automatic A/P batch:

Step 1: Specify in P/R Definition Setup to use the wage attachment feature and define the batch I.D., the home job for the A/P bank, and the A/P liability type.



The screenshot shows a window titled "Wage Attachment Auto Payment Option". It contains a checkbox labeled "Use wage attachment feature?" which is checked. Below this are three input fields: "User ID for A/P payment batch" with a small icon to its right, "Default A/P home job" with the value "222222", and "Default A/P liability type" with the value "A".

The system will use the batch I.D. defined on the A/P batch it creates at payroll completion. The A/P home job will be used to derive the bank account from which to cut the check and the A/P Liability type will be used to find the correct G/L account from the A/P Liability Accounts in the Financial Posting Table for the A/P transaction.

For more information about maintaining the batch created through deduction to invoice generation, see the *Accounts Payable Reference Manual*.

Step 2: Set up a vendor with the information you will need to create an invoice.

The system uses the information on the vendor master to create the check when you include the deduction to invoice batch in the A/P cycle.

Step 3: At Deduction Table Maintenance or 401(k)/125 (s) Deduction Table Maintenance, add the deduction tables that will be used for the deduction to invoice generation. Make sure you specify the payment vendor.

The system will use this deduction only with the vendor you define here. If you have other vendors that need to be paid with a deduction to invoice generated batch, add a separate deduction table for each vendor.

Step 4: At the Deduction Master or the 401(k)/125(s) Deduction Master, associate the deduction with the employee and specify the deduction rules and

payment notes.

☐ Ignore deduction ☐ Bypass automatic schedule

Deduct dollars per hour

Deduct dollars per day

Deduction rules

1. Total target amount
2. Yearly target amount
3. Monthly target amount
4. Period target amount
5. Period percentage of gross target

Do not deduct from gross less than

With a total amount not to exceed

☐ Calculate percentage of net

Deduction history

Total to date	700.00
Total this year	700.00
Total this month	450.00

Pay period deduction overrides

Period #	Amount

(Zero period # to delete)

Payment notes

The payment notes will be used for the line description in the A/P batch.

For more information about deduction setup, see “About Deduction Tables” in this chapter.

Step 5: Whenever the employee has the deduction taken from a paycheck, the system will create an A/P batch during payroll completion.

The system prints the following reports at both pre-completion and completion:

A/P Allocation Split Report (MCA104)

A/P Node Audit Report 1 (Accrual Edit) (MCA455)

Account Payable Edit List (MCA207)

Insurance Status Error Report (MCA233)

Use these reports to verify the deduction to invoice accounts are set up correctly.

Deduction Table Maintenance

Access

Menu 102, Option 1

Description

Use this option to set up Deduction Table information in the Deduction Master file (B0DEDC). The information from this table is used in setting up deductions for individual employees. The system determines the order of deductions applied to an employee's earnings first by priority code and then numerically by deduction number.

When an employee has deductions taken, the description from this table appears on check stubs and reports to identify the earnings deduction.

An employee's deduction can also be set up to automatically create an A/P batch at payroll completion. The system will create an immediate offset to the deduction credit account and will debit the A/P liability account derived with the liability type you specify in P/R Definition Setup. For more information about setting up automatic A/P batch creation, see "About Deduction Based Invoice Generation" in this chapter.

If the deduction is exempt from specific taxes, the system takes the deduction from the employee's gross pay *before* the tax. Other deductions are taken from the net pay following taxes.

Once you have assigned a deduction number and it has been used in a payroll cycle, do not delete the deduction or change the description.

You have up to 999 numbers. These deduction numbers are used in the W2 processing. For more information about W2 processing, see the annual "W2 Processing, User Reference Guide."

You can print a listing of all deductions using the Deduction Table Listing (MCG194).

Procedure

Step 1: At the P/R Master Files Menu (102) choose Option 1, Deduction Table. The system displays the Deduction Table Maintenance screen.

Step 2: At the Deduction Table Maintenance screen, you can add, maintain, or delete a deduction record.

To add a record, in Add mode, type the information according to the Field Descriptions and press Enter. The system accepts the information and displays the cleared Deduction Table Maintenance screen to add another record.

To return to the menu without saving the new record, press F12.

To maintain a record, in Change mode, select the information you want to change, type the new information, and press Enter. The system accepts the changes and displays the cleared Deduction Table Maintenance screen to

change another record.

To return to the menu without saving the changes, press F12.

To delete a record, in Delete mode, type the deduction record number that you want to delete and press Enter. Press F11 to confirm the deletion. The system displays the cleared Deduction Table Maintenance screen to delete another record.

To return to the menu without deleting the record, press F12.

To access the Deduction Table Maintenance, State Exemptions screen, press F13.

To access the Deduction Table Maintenance, County Exemptions screen, press F14.

To access the Deduction Table Maintenance, City Exemptions screen, press F15.

- Step 3:** At the Deductions Table Maintenance, State Exemptions screen, select the states where this deduction is taken prior to taxes and press Enter. The system returns to the Deduction Table Maintenance screen.
- Step 4:** At the Deductions Table Maintenance, County Exemptions screen, select the counties where this deduction is taken prior to taxes and press Enter. The system returns to the Deduction Table Maintenance screen.
- Step 5:** At the Deductions Table Maintenance, City Exemptions screen, select the cities where this deduction is taken prior to taxes and press Enter. The system returns to the Deduction Table Maintenance screen.
- Step 6:** To return to the menu without saving the information, press F3.

Deduction Table Maintenance Screen

The system displays this screen when you select Deduction Table at the P/R Master Files Menu.

Use this screen to add, maintain, or delete deduction records.

Field Descriptions

DEDUCTION NUMBER - Required. Maximum 3 digits. Type the user-defined number to identify the deduction record. The system takes deductions in numeric order within priority code.

DEDUCTION DESCRIPTION - Optional. Maximum 40 characters. Type the description of the deduction in this field. The system prints the first 10 characters of this description on P/R reports and check stubs.

PRIORITY CODE - Required. Maximum 1 digit. Type a number from 1 to 9 in this field to set the priority of the deduction you are defining.

Note: For deductions applied to an employee's earnings, deductions with the *highest* number in the Priority Code field are taken first. The system then takes deductions in numeric order (101, 102, etc.) within each priority level.

DEDUCTION TYPE - Optional. To specify a deduction type code for the deduction, select the type. Deduction types allow you to specify the order in which deductions will be taken from an employees wages. The system verifies that Before Union deductions are not tax exempt.

Valid deduction types are:

Miscellaneous (“0”)

Before Union (“1”)

Union Deduction (“2”)

UNION NUMBER (Union and Sub-Union) - Required for union deductions (Deduction Type 2). Maximum 4 digit union number, 1 character sub-union. Type the valid union and sub-union code for the deduction. The system verifies this number against the Union Master file.

Union deductions will be included on monthly union reports.

PAYMENT VENDOR - Optional. Maximum 5 characters. Type the valid vendor code to which the deduction will be paid. The system verifies the code against the Vendor Master file.

A deduction setup to be paid to a vendor will create an A/P batch at payroll completion. For more information, see “About Deduction Based Invoice Generation” in this chapter.

F.I.T. - Optional. If the deduction you are maintaining is exempt from federal income tax (to be taken from earnings before federal income tax is calculated), check the box (“Y”). Otherwise, leave blank.

F.I.C.A. - Optional. If the deduction you are maintaining is exempt from federal insurance contribution (Social Security and Medicare) tax, check the box (“Y”). Otherwise, leave blank.

F.U.I. - Optional. If the deduction you are maintaining is exempt from federal unemployment insurance tax, check the box (“Y”). Otherwise, leave blank.

S.I.T. - Optional. If the deduction you are maintaining is exempt from state income tax, check the box (“Y”). Otherwise, leave blank.

S.D.I. - Optional. If the deduction you are maintaining is exempt from state disability insurance tax, check the box (“Y”). Otherwise, leave blank.

S.U.I. - Optional. If the deduction you are maintaining is exempt from state unemployment insurance tax, check the box (“Y”). Otherwise, leave blank.

COUNTY - Optional. If the deduction is exempt from county taxes, check the box (“Y”). Otherwise, leave blank.

CITY - Optional. If the deduction is exempt from city taxes, check the box (“Y”). Otherwise, leave blank.

Function Key Descriptions

F3 Return to the menu.

F9 Access Add mode.

F10 Access Change mode.

F11 Access Delete mode.

F12 Return to the menu.

- F13** Access the State Exemptions screen.
- F14** Access the County Exemptions screen.
- F15** Access the City Exemptions screen.
- Enter** Save the information or access the State, County or City Exemptions screens.

Deduction Table Maintenance, State Exemptions Screen

The system displays this screen if you select any of the state exemptions and press Enter or press F13 at the Deduction Table Maintenance screen.

Use this screen to select the states in which this deduction is tax exempt.

MCG901 DEDUCTION TABLE MAINTENANCE

Help

State Exemptions

Deduction number 1 Description CHILD SUPPORT

St	Name	St	Name
<input type="checkbox"/> 01	ALABAMA	<input type="checkbox"/> 20	KANSAS
<input type="checkbox"/> 02	ALASKA	<input type="checkbox"/> 21	KENTUCKY
<input type="checkbox"/> 04	ARIZONA	<input type="checkbox"/> 22	LOUISIANA
<input type="checkbox"/> 05	ARKANSAS	<input type="checkbox"/> 23	MAINE
<input type="checkbox"/> 06	CALIFORNIA	<input type="checkbox"/> 24	MARYLAND
<input type="checkbox"/> 08	COLORADO	<input type="checkbox"/> 25	MASSACHUSETTS
<input type="checkbox"/> 09	CONNECTICUT	<input type="checkbox"/> 26	MICHIGAN
<input type="checkbox"/> 10	DELAWARE	<input type="checkbox"/> 27	MINNESOTA
<input type="checkbox"/> 11	DISTRICT OF COLUMBIA	<input type="checkbox"/> 28	MISSISSIPPI
<input type="checkbox"/> 12	FLORIDA	<input type="checkbox"/> 29	MISSOURI
<input type="checkbox"/> 13	GEORGIA	<input type="checkbox"/> 30	MONTANA
<input type="checkbox"/> 15	HAWAII	<input type="checkbox"/> 31	NEBRASKA
<input type="checkbox"/> 16	IDAHO	<input type="checkbox"/> 32	NEVADA
<input type="checkbox"/> 17	ILLINOIS	<input type="checkbox"/> 33	NEW HAMPSHIRE
<input type="checkbox"/> 18	INDIANA	<input type="checkbox"/> 34	NEW JERSEY
<input type="checkbox"/> 19	IOWA	<input type="checkbox"/> 35	NEW MEXICO

Enter=OK F3=Exit F12=Cancel

Field Descriptions

DEDUCTION NUMBER - Display only. The number of the deduction from the previous screen displays.

DESCRIPTION - Display only. The description of the deduction from the previous screen displays.

(Yes/No) - Optional. Default is blank ("N"). To specify that the deduction should be taken prior to the state taxes being calculated, check the box ("Y"). To specify the deduction should be taken after state taxes, leave blank ("N").

ST (State) - Display only. These fields display the numbers (state codes) that identify the states in the State Master file.

NAME - Display Only. These fields display the names of the states from the State Master file.

Function Key Descriptions

F3 Return to the previous screen.

F12 Return to the previous screen.

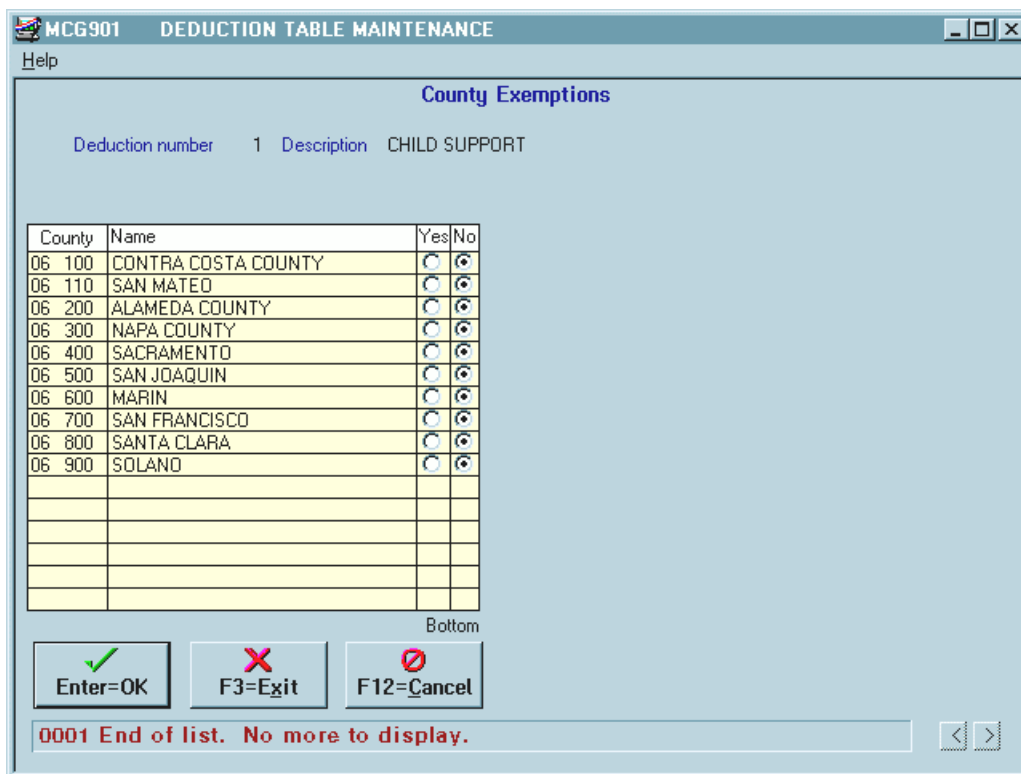
Enter Save the Information.

Roll Display additional records not shown.

Deduction Table Maintenance, County Exemptions Screen

The system displays this screen when you select county exemptions and press Enter or press F14 at the Deduction Table Maintenance screen.

Use this screen to indicate the counties in which this deduction is tax exempt..



MC901 DEDUCTION TABLE MAINTENANCE

Help

County Exemptions

Deduction number 1 Description CHILD SUPPORT

County	Name	Yes	No
06 100	CONTRA COSTA COUNTY	<input type="radio"/>	<input type="checkbox"/>
06 110	SAN MATEO	<input type="radio"/>	<input type="checkbox"/>
06 200	ALAMEDA COUNTY	<input type="radio"/>	<input type="checkbox"/>
06 300	NAPA COUNTY	<input type="radio"/>	<input type="checkbox"/>
06 400	SACRAMENTO	<input type="radio"/>	<input type="checkbox"/>
06 500	SAN JOAQUIN	<input type="radio"/>	<input type="checkbox"/>
06 600	MARIN	<input type="radio"/>	<input type="checkbox"/>
06 700	SAN FRANCISCO	<input type="radio"/>	<input type="checkbox"/>
06 800	SANTA CLARA	<input type="radio"/>	<input type="checkbox"/>
06 900	SOLANO	<input type="radio"/>	<input type="checkbox"/>

Bottom

Enter=OK F3=Exit F12=Cancel

0001 End of list. No more to display.

Field Descriptions

DEDUCTION NUMBER - Display only. The number of the deduction from the previous screen displays.

DESCRIPTION - Display only. The description of the deduction from the previous screen displays.

COUNTY (State and County codes) - Display only. These fields display the numbers that identify the counties in the County Master file.

NAME - Display Only. These fields display the names of the counties from the County Master file.

YES/NO - Required. Default is No ("N"). To specify that the deduction should be taken prior to the county taxes being calculated, check the box ("Y"). To specify the deduction should be taken after county taxes, leave blank ("N").

Function Key Descriptions

F3 Return to the previous screen.

F12 Return to the previous screen.

Enter Save the information.

Roll Display additional records not shown.

Deduction Table Maintenance, City Exemptions Screen

The system displays this screen when you select city exemptions and press Enter or press F15 at the Deduction Table Maintenance screen.

Use this screen to indicate the cities in which this deduction is tax exempt.

MC901 DEDUCTION TABLE MAINTENANCE

Help

City Exemptions

Deduction number 1 Description CHILD SUPPORT

City	Name	Yes	No
06 1001	WALNUT CREEK	<input type="radio"/>	<input checked="" type="radio"/>
06 1002	SAN RAMON	<input type="radio"/>	<input checked="" type="radio"/>
06 1003	BERKELEY	<input type="radio"/>	<input checked="" type="radio"/>
06 1004	SAN FRANCISCO	<input type="radio"/>	<input checked="" type="radio"/>
06 1005	DUBLIN	<input type="radio"/>	<input checked="" type="radio"/>
06 1006	PLEASANTON	<input type="radio"/>	<input checked="" type="radio"/>

Bottom

Enter=OK F3=Exit F12=Cancel

0001 End of list. No more to display.

Field Descriptions

DEDUCTION NUMBER - Display only. The number of the deduction from the previous screen displays.

DESCRIPTION - Display only. The description of the deduction from the previous screen displays.

CITY (State and City codes) - Display only. These fields display the numbers that identify the counties in the City Master file.

NAME - Display Only. These fields display the names of the counties from the City Master file.

YES/NO - Required. Default is No ("N"). To specify that the deduction should be taken prior to the city taxes being calculated, check the box ("Y"). To specify the deduction should be taken after city taxes, leave blank ("N").

Function Key Descriptions

F3 Return to the previous screen.

F12 Return to the previous screen.

Enter Save the information.

Roll Display additional records not shown.

Deduction Master Listing (MCG194)

Access

Menu 102, Option 21

Purpose

Use this option to print the Deduction Master Listing (MCG194) with all the deductions in the Deductions Master. The report includes the deduction number, description, priority code, type, union and sub-union, and deduct-before-taxes flags for each record you have defined. In addition, the report lists the states, counties, and cities for which the deduction is taken before taxes.

For more information, see “Deduction Table Maintenance” in this chapter.

Print Procedure

Step 1: At the P/R Master Files Menu (102) choose Option 21, Deduction Table Listing. The system displays the standard report request screen with the title “Deduction Table Listing.”

Step 2: Optionally change the job date.

Step 3: **To submit the report to print**, press F6.

To return to the menu without submitting the report, press F3.

Contents

All the information in this report comes from the Deductions Master file (B0DEDC).

A sample report follows this description.

TrueLine Documentation-Construction

DEDUCTION MASTER LISTING

DATE 12/18/98 PAGE 1

DED#	DESCRIPTION	PRIORITY	TYPE	SUB-		<----->	FIT FICA FUI SIT SDI SUI COUNTY CITY	PAYMENT
				UNION	UNION			
1	CHILD SUPPORT - Contra Costa	9	0					CCCFC
2	GARNISHMENTS	2	0					WRT
3	125S DEDUCTIONS	3	0			Y	Y	Y
	-> CALIFORNIA							
	-> CONTRA COSTA COUNTY							
	-> SAN MATEO							
	-> ALAMEDA COUNTY							
	-> WALNUT CREEK							
	-> SAN RAMON							
	-> DUBLIN							
	-> NEVADA							
4	CHRISTMAS CLUB	4	0					
	-> WALNUT CREEK							
	-> BERKELEY							

Insurance Table Maintenance

Access

Menu 102, Option 2

Description

Use this option to maintain information in the Insurance Master file (A8INSF). This file contains the workers' compensation and liability/property damage insurance records sorted by state, insurance classification, and insurance reference.

The system calculates insurance based on straight time equivalency. You can change this default to a calculation based on hours worked instead of gross or to a calculation on total gross wages.

You can print a listing of all insurance information using the Insurance Class Listing (MCG152).

Procedure

Step 1: At the P/R Master Files Menu (102) choose Option 2, Insurance Table. The system displays the Insurance Table Maintenance, Worker's Compensation Insurance screen.

Step 2: At the Worker's Compensation Insurance screen, you can add, maintain, or delete insurance information.

To add Worker's Compensation insurance, in Add mode, type the information according to the Field Descriptions and press Enter. The system displays the Insurance Table Maintenance, Liability/Property Damage screen.

To maintain Worker's Compensation insurance, select the information you want to change, type the new information according to the Field Descriptions and press Enter. The system displays the Insurance Table Maintenance, Liability/Property Damage screen.

To delete an entire insurance record, including both W/C and PL/PD, in Delete mode, select the record you want to delete and press F11 to confirm the deletion.

To cancel the deletion, press F12.

Step 3: At the Insurance Table Maintenance, Liability/Property Damage screen, add or maintain the liability and property damage portion of the insurance master record according to the Field Descriptions and press Enter. The system returns to the Insurance Table Maintenance, Worker's Compensation Insurance screen

Step 4: To return to the P/R Master Files Menu, press F3.

Insurance Table Maintenance, Worker's Compensation Insurance Screen

The system displays this screen when you select Insurance Table at the P/R Master Files Menu.

Use this screen to specify the state, insurance classification, and insurance reference codes for the insurance master record. At this screen you can also add or maintain the worker's compensation (W/C) information or delete the entire record.

Field Descriptions

STATE - Required. Maximum 2 digits. To indicate the state for this record, type the state code. The system validates this number against the State Master file. Existing insurance records are kept according to the state, insurance class, insurance reference and description.

INSURANCE CLASS (Insurance Classification) - Required. Maximum 4 digits. To identify the insurance record, type the state-assigned code for the class.

INSURANCE REFERENCE - Optional. Maximum 2 digits. To further identify the insurance class, type the state-assigned reference number.

DESCRIPTION - Optional. Maximum 40 characters. To indicate the kind of insurance, type a brief description.

INSURANCE RATE - Optional. Maximum 7 digits, 4 decimals. To indicate the rate at which worker's compensation is calculated, type the state-assigned rate. The rate is applied to each 100.00 earned at straight time equivalency unless you select Premium Based On Hours, below.

EXPERIENCE MODIFIER % - Optional. Default is 100%. Maximum 3 digits. If the state has assigned your company a worker's compensation rate modifier based on your claims history, type the percent. The insurance rate is multiplied by this modifier when compensation burden is calculated.

WEEKLY LIMIT - Optional. Maximum 9 digits, 2 decimals. To indicate the limit for weekly straight time earnings, type the state-assigned amount. No W/C burden is calculated on weekly earnings above this amount.

MONTHLY LIMIT - Optional. Maximum 9 digits, 2 decimals. To indicate the limit for monthly straight time earnings, type the state-assigned amount. No W/C burden is calculated on monthly earnings above this amount.

YEARLY LIMIT - Optional. Maximum 9 digits, 2 decimals. To indicate the limit for yearly straight time earnings, type the state-assigned amount. No W/C burden is calculated on yearly earnings above this amount.

INSURANCE CARRIER - Optional. One character. To identify the insurance company that carries the worker's compensation insurance, type the code. The system validates this code against the W/C Insurance Carrier file.

PREMIUM BASED ON HOURS - Optional. To have the worker's compensation premium calculated on hours worked *instead* of gross straight time equivalency, check the box ("Y"). Otherwise, leave blank.

If you want the premium to be based on gross wages, below, leave blank.

GROSS WAGES BASED PREMIUM - Optional. To have the worker's compensation premium calculated on gross wages instead of gross straight time equivalency, check the box ("Y"). Otherwise, leave blank.

INCLUDE NON-TAXABLE PAY - Optional. To include non-taxable pay in the amount used to calculate worker's compensation burden, check the box ("Y").

EXCLUDE TAXABLE PAY - Optional. To exclude all taxable lump sum payments, such as reimbursement for automobile use, from the worker's compensation calculations, check the box ("Y").

EXCLUDE SICK PAY - Optional. To exclude sick pay from the amount used to calculate worker's compensation, check the box ("Y").

YEARLY LIMIT AT EMPLOYEE - Optional. To indicate that worker's compensation will be based on the employee's total earnings across insurance classes, check the box ("Y").

For employees who work at jobs with different W/C insurance classes, this flag applies limits to the total earned. Otherwise, limits are applied to earnings within a class.

Function Key Descriptions

F3 Return to the menu.

F4 Access the Window List for the field the cursor is in.

F9 Access Add mode.

F10 Access Change mode.

F11 Access Delete mode.

F12 Return to the previous screen.

Enter Access the Liability/Property Damage screen.

Insurance Table Maintenance, Liability/Property Damage Insurance Screen

The system displays this screen when you press Enter at the Insurance Table Maintenance, Worker's Compensation Insurance screen.

Use this screen to add, maintain, and delete liability/property damage (PL/PD) insurance information.

The screenshot shows a software window titled "MCP946 INSURANCE TABLE MAINTENANCE CHG". Inside, the "Liability/Property Damage Insurance" screen is active. It features a header section with "State" (6), "Insurance class" (5040), "Insurance reference" (0), and "Description" (Structure Steel Erect). Below this, there are input fields for "Insurance rate" (7.25), "Weekly limit" (.00), "Monthly limit" (.00), and "Yearly limit". An "Insurance carrier" checkbox is present. At the bottom, two checkboxes are shown: "Insurance Based on Gross" (checked) and "Yearly Limit at Employee" (unchecked). The bottom of the window contains a row of function key buttons: "Enter=OK", "F3=Exit", "F4=List", "F9=Add", "F10=Change", "F11=Delete", and "F12=Cancel".

Field Descriptions

STATE - Display only. This is the state code you selected at the previous screen.

INSURANCE CLASS - Display only. This is the insurance class code you selected at the previous screen.

INSURANCE REFERENCE - Display only. This is the insurance reference number that you selected at the previous screen.

DESCRIPTION - Display only. This is the description of the record you selected at the previous screen.

INSURANCE RATE - Optional. Maximum 7 digits, 4 decimals. To indicate the rate at which worker's compensation is calculated, type the state-assigned rate. The rate is applied to each 100.00 earned at straight time equivalency unless you select Insurance Based On Gross Earnings, below.

WEEKLY LIMIT - Optional. Maximum 9 digits, 2 decimals. To indicate the limit for weekly straight time earnings, type the state-assigned amount. No PL/PD burden is calculated on weekly earnings above this amount.

MONTHLY LIMIT - Optional. Maximum 9 digits, 2 decimals. To indicate the limit for monthly straight time earnings, type the state-assigned amount. No PL/PD burden is calculated on monthly earnings above this amount.

YEARLY LIMIT - Optional. Maximum 9 digits, 2 decimals. To indicate the limit for yearly straight time earnings, type the state-assigned amount. No PL/PD burden is calculated on yearly earnings above this amount.

INSURANCE CARRIER -Optional. One character. To identify the insurance company that carries the liability/property damage insurance, type the code. The system validates this code against the W/C Insurance Carrier file.

INSURANCE BASED ON GROSS - Optional. To base property damage calculations on the employee's gross earnings (including overtime) rather than straight time equivalent earnings, check the box ("Y").

YEARLY LIMIT AT EMPLOYEE - Optional. To indicate that liability/property damage burden will be based on the employee's total earnings across classes, check the box ("Y").

For employees who work at jobs with different PL/PD insurance classes, this flag applies limits to the total earned. Otherwise, limits are applied to earnings within a class.

Function Key Descriptions

F3 Return to the menu without updating the record.

F4 Access the Window List for the field the cursor is in.

F9 Access Add mode and return to the first screen.

F10 Access Change mode.

F11 Access Delete mode and return to the first screen.

F12 Return to the previous screen.

Enter Save the information and return to the first screen.

Insurance Class Listing (MCG152)

Access

Menu 102, Option 22

Purpose

Use the Insurance Class Listing (MCG152) to review the workmen's compensation and property damage/personal liability insurance records you defined in Insurance Table Maintenance.

The report includes the job state, workmen's compensation class and reference, description, insurance rate, modifier, property damage rate, and flags affecting the burden calculations for each record you have defined.

For more information, see “Insurance Table Maintenance” in this chapter.

Print Procedure

Step 1: At the P/R Master Files Menu (102) choose Option 22, Insurance Table Listing. The system displays the standard report request screen with the title “Insurance Table Listing.”

Step 2: Optionally change the report date.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Contents

The information in this report comes from the Insurance file (A8INSF).

A sample report follows this description.

Column Headings

JOB STATE - The state code for the worker's compensation state displays.

CLASS - The workmen's compensation class code displays.

REF# - The workmen's compensation reference number displays.

DESCRIPTION - The description of the workmen's compensation record displays.

INSURANCE RATE - The workmen's compensation rate for the state, class, and reference displays.

EXPER MOD % (Experience Modifier Percent) - The percentage by which the insurance rate is modified displays.

PROP DAM. RATE (Property Damage Rate) - The liability/property damage rate displays.

COMP. CODES W/C PL/PD - The insurance carrier codes for workmen's

compensation and liability/property damage, respectively displays.

PREMIUM BASIS - Depending upon the way the insurance master is set up, the following descriptions displays:

If the premium is based on hours worked, "HOURS" displays.

If the premium is based on straight time equivalency, "S.T. EQ." displays.

If the premium is based on total gross wages, "GROSS" displays.

PL/PD ON GROSS - If the PL/PD premium is based on gross wages, a "Y" displays.

EXCL SICK - If the W/C premium excludes sick pay in the calculations, a "Y" displays.

INCL NON TAX LS - If the W/C premium includes non-taxable lump sum amounts in the calculations, a "Y" displays.

EXCL TAX LS - If the W/C premium excludes taxable lump sum amounts in the calculations, a "Y" displays.

WEEKLY

W/C LIMIT - This is the weekly maximum limit for W/C premiums.

PL/PD LIMIT - This is the weekly maximum limit for PL/PD premiums.

MONTHLY:WC - The first line is the monthly maximum limit for W/C premiums.

YEARLY:WC - The second line is the yearly maximum limit for W/C premiums.

(Monthly) PL/PD LIMITS - The first line is the monthly maximum limit for PL/PD premiums.

(Yearly) PL/PD LIMITS - The second line is the yearly maximum limit for PL/PD premiums.

Report Group Table Maintenance

Access

Menu 102, Option 3

Description

Use the Report Group Maintenance screen to set up and maintain report group codes in the Report Group Table (B7ETNM).

A report group code may represent an employee group specific to a location, type of project, or other user-defined parameters. For example, you could group several counties into one group code and the description of that group might be Alameda, Contra Costa, and Solano counties.

You can use report group codes as information in Job Master records and for sorting reports with the Job Cost Report Writer through the Job Cost Application.

You can also print all group codes using the Report Group Listing (MCG196).

Procedure

- Step 1:** From the P/R Master Files Menu (102) choose Option 3, Report Group Table. The system displays the Report Group Maintenance screen.
- Step 2:** At the Report Group Maintenance screen, add, maintain, or delete group codes and descriptions according to the Field Descriptions.
- Step 3:** To return to the menu, press F3.

Report Group Maintenance Screen

The system displays this screen when you select Report Group Table at the P/R Master Files Menu.

Use this screen to add, maintain, or delete reporting group codes.

Group Code	Description
500	Hourly Group
600	Salary Group

0001 End of list. No more to display.

Field Descriptions

ACTION BUTTON - Optional. To delete a group code, select the record you want and press Delete (“D”).

CODE - Display only for existing codes, required for new codes. Maximum 3 digits. To add a new code, type the user-defined code for the report group.

DESCRIPTION - Optional. Maximum 40 characters. To add a code description, type the description. To change a description, type the new description over the old. The description may display on user-designed reports from the Job Cost Report Writer.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the menu.

Enter Save the information.

Roll Display additional records not shown.

Report Group Listing (MCG196)

Access

Menu 102, Option 23

Purpose

Use the optional Report Group Listing (MCG196) to review the report groups you defined through Report Group Table Maintenance. This report lists the report group codes and descriptions.

For more information, see “Report Group Table Maintenance” in this chapter.

Print Procedure

- Step 1:** At the P/R Master Files Menu (102) choose Option 24, Report Group Table Listing. The system displays the standard report request screen with the title “Report Group Table Listing.”
- Step 2:** Optionally change the report date.
To submit the report to print, press F6.
- Step 3:** To return to the menu without submitting the report, press F3.

Contents

The information in this report comes from the Report Group Name file (B7ETNM).

A sample report follows this description.

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REPORT GROUP LISTING

DATE 4/03/98 PAGE 1

REPORT GROUP	DESCRIPTION
400	CONTRA COSTA COUNTY AND ALAMEDA COUNTY
500	JOB 45622 AND 25415
600	California & Nevada

About Pay Period Date Maintenance

The Pay Period Date Schedule defines the ending date in a payroll cycle as well as the posting periods for Payroll, General Ledger and Job Cost.

Miscellaneous deduction records use the period number assigned in this file when deduction overrides are necessary in a particular payroll period. The Clear Deductions flag also indicates when the system should clear monthly deduction history.

The system considers the first six lines as completed payroll cycles. These pay periods may be used by check types 1 through 5. The seventh record is used by the system when you begin a new pay period. This is the date displayed on the screen when you select the option to Start a New Pay Period. At payroll completion, the system rolls the ending dates and flags the current cycle as complete.

If you allow time to be posted to future periods, the current and future pay period ending dates are available for selection when you create a new batch. These dates are also available for selection when entering a prepay.

This table can be maintained at any point before you begin a pay period. Once a pay period is open, the system places a processing lock so that you cannot maintain a pay date that is currently being used by the system.

The system automatically prints the monthly Job Cost summary and Detail reports at completion when you run payroll for the last financial period of the month. You can perform the month end close process as long as no open financial period/year remains in the Pay Period Date Schedule.

Setting Up Your Pay Period Date Schedule

When you install Payroll, you must set up the Pay Period Date schedule with six “dummy” records because the system selects the seventh record to become the current pay period. Certain rules apply:

- ◆ The week ending dates can be any dates prior to your current week ending date.
- ◆ All six pay period records must be in the same financial period, payroll period, and quarter as the seventh record.
- ◆ You must flag all six records as “complete.”
- ◆ You cannot indicate split week processing within the first six records.

Bringing Balances Forward From The Old System

If you are starting your first actual pay cycle at the first of the calendar year, you do not need to bring balances forward and you can set up the seventh record as the first week ending date. However, if you are starting to use Payroll in the midst of a year, you must enter the balances forward from your old system if you want W2 processing and year end information to be accurate.

For more information about the actual steps to take in transferring balances from an old system, see “About Prepays” in Chapter 4.

For transferring the information from the old system, you will need to set up the pay date schedule to record existing information as follows:

Year-To-Date

To enter year-to-date amounts, we recommend that you use the seventh pay period record as a year-to-date entry. When you start this pay period, you can enter, through Prepay and matching Time Entry, all the balances forward up to the last quarter completed. Run the full pay cycle and month end close processes.

Quarter-To-Date

After you have processed the year-to-date entries, you need to process the current quarter-to-date records. Use the next pay period record (the eighth line) to enter balances for the current quarter. Run the full pay cycle and, as necessary, month end close processes.

The following example shows the six completed “dummy” records, the seventh line for year-to-date balances, the eighth line for the current quarter-to-date balances, and the ninth line for the first actual pay cycle.

Pay Ending Check Date MM/DD/YY	Fin Pr Yr	Payroll Mth Yr	Period (1-99)	Qtr (1-4)	Clear Ded.	Per. Comp	Skip DirD	Split	Fin Pr Yr	Week Ending MM/DD/YY
5/28/99	6/99	6/99	2	1		Y				
5/29/99	6/99	6/99	3	1		Y				
5/30/99	6/99	6/99	4	1		Y				
5/31/99	6/99	6/99	5	1		Y				
6/01/99	6/99	6/99	6	1		Y				
6/02/99	6/99	6/99	7	1		Y				
6/03/99	6/99	6/99	8	1		Y				
6/04/99	6/99	6/99	9	2		Y				
6/11/99	6/99	6/99	10	2						
6/13/99	6/99	6/99	11	2						
6/18/99	6/99	6/99								
6/20/99	6/99	6/99								

Annotations in the screenshot:

- “Dummy Records”**: Points to the first six rows of the table.
- Year to Date Adjustment**: Points to the seventh row (6/03/99).
- Quarter To Date Adjustment**: Points to the eighth row (6/04/99).
- First “Real” Payroll Cycle**: Points to the ninth row (6/11/99).

Buttons at the bottom: Enter=OK, F3=Exit, F12=Cancel.

Status bar: 0002 Top of list. No more to display.

Adding an Extra Pay Cycle

If you need to add information that is separate from a regular pay cycle, you can add a pay cycle to the Pay Period Date Schedule as long as you have not started a new pay

period.

- ◆ *Do not* add a period ending date earlier than the last completed period end date.
- ◆ You can use the next calendar day, even if it is in the next financial period as long as you use the same financial period and year and payroll period and year as the period you want to adjust.

If the prior record was the last one for the month, be certain there is a “Y” to Clear Deductions on the adjusting record so the next month will begin monthly deduction limits correctly.

- ◆ You can repeat a period number or insert a new number for the adjustment period.
- ◆ If no adjustments are needed, the extra pay period can be deleted before processing the month end close.

Pay Ending Check Date MM/DD/YY	Fin Pr Yr	Payroll Mth Yr	Period (1-99)	Qtr (1-4)	Clear Ded.	Per. Comp	Skip DirD
7/26/99	8/99	7/99	31	3	Y	Y	
7/29/99							
8/05/99	8/99	8/99	32	3		Y	
8/06/99							
8/12/99	8/99	8/99	33	3		Y	
8/13/99							
8/19/99	8/99	8/99	34	3		Y	
8/20/99							
8/26/99	8/99	8/99	35	3	Y	Y	
8/27/99							
9/01/99	8/99	8/99	99	3	Y		
9/01/99							
9/02/99	9/99	9/99	36	3			
9/03/99							

Pay Period Dates for Split Week Processing

If you are performing split week processing, your split pay periods need specific information so that posting will occur correctly. For more information about what posting occurs during split week processing, see “About Payroll Ledger Posting” in Chapter 2.

A pay cycle may be split if the days of the week fall in two different financial periods according to the Calendar File.

To set up a split week

- Step 1:** Make sure that the split week flag is set in P/R Definition Setup.
- Step 2:** Type the normal Pay Period Ending Date and the financial period within which the week-ending date falls.
- Step 3:** Type a “Y” to indicate that the pay cycle will be split.
- Step 4:** Type the financial period preceding the one for the week-ending date for the split week.
- Step 5:** Type the last day of the financial period according to the Calendar File as the Split Ending Date.
- Step 6:** Type the payroll month and year in which the check date falls.

Delete

Pay Ending Check Date MM/DD/YY	Fin Pr/Yr	Payroll Mth/Yr	Period (1-99)	Qtr (1-4)	Clear Ded.	Per. Comp	Skip DirD	Split	Fin Pr/Yr	Week Ending MM/DD/YY
7/28/99	8/99	7/99	31	3	Y	Y				
7/29/99										
8/05/99	8/99	8/99	32	3		Y				
8/06/99										
8/12/99	8/99	8/99	33	3		Y				
8/13/99										
8/19/99	8/99	8/99	34	3		Y				
8/20/99										
8/26/99	9/99	8/99	35	3	Y			Y	8/99	8/25/99
8/30/99										
9/02/99	9/99	9/99	36	3						
9/03/99										
9/09/99	9/99	9/99	37	3						
9/13/99										

Bottom

Pay Period Date Maintenance

Access

Menu 102, Option 4

Description

Use this option to set up and maintain the payroll period-ending dates in the Payroll Date Schedule Master file (J5DATE). The system uses these dates for the Start New Payroll Week task. Entries in this file determine when the month end close can take place. Pay Period Dates can only be maintained *after* payroll completion and *before* you start a new payroll week. We recommend that you enter the payroll period-ending dates for an entire year at one time.

The Start New Pay Period option uses the date entered on the seventh line when you perform the task. The first six records are used as prior pay period endings for check types 1 through 5. The sixth line displays the date for the pay period just closed. All six lines should be flagged Period Complete. For more information on initially setting up your pay periods, see “About Pay Period Date Maintenance” preceding this task.

The payroll week is kept on a non-split week basis unless you determine that you will perform split week processing in Payroll Definition Setup. For weeks that cross two financial periods, transactions can be split and then posted to the appropriate period in the General Ledger and/or Job Cost. For more information about how the system posts based on the dates in this file, see “About Payroll Ledger Posting” in Chapter 2.

If you choose to split, you must maintain the pay period date for the split during this task. For more information on setting up your system for this function, see “About Pay Period Date Maintenance” in this chapter.

Note: If you need to adjust the payroll for a month and you have performed payroll completion up to the last date of the month, before you perform a monthly close, you can use the next calendar day as a pay end date (even if it is into the next month) as long as you use the same financial period/ year and payroll month/ year for the one you want to adjust. For more information, see “About Pay Period Date Maintenance” in this chapter.

You can print a list of all current or prior pay period dates using the Pay Period Date listing (MCP100).

Procedure

- Step 1:** At the P/R Master Files Menu (102) choose Option 4, Pay Period Date. The system displays the Pay Period Date Maintenance screen.
- Step 2:** At the Pay Period Date Maintenance screen, you can add, maintain, and delete pay period information for periods that are not completed.

To add a pay period ending date, at the next available line, type the information according to the Field Descriptions and press Enter.

To maintain the pay period *information*, select the information you want to change, type the new over the old, and press Enter.

To maintain a pay period *ending date*, delete the entire record and add the new one.

To Delete a pay period *ending date*, select the pay period you want and press Delete (“D”).

Step 3: To return to the menu, press F3.

Pay Period Date Maintenance Screen

The system displays this screen when you select Pay Period Date at the P/R Master Files Menu.

Use this screen to add and delete pay period dates as well as maintain pay period information.

Help

Delete

Pay Ending Check Date MM/DD/YY	Fin Pr/Yr	Payroll Mth/Yr	Period (1-99)	Qtr (1-4)	Clear Ded.	Per. Comp	Skip DirD	Split	Fin Pr/Yr	Week Ending MM/DD/YY
6/15/02	7/02	6/02	24	3		Y				
6/17/02										
6/22/02	7/02	6/02	25	3		Y				
6/24/02										
6/29/02	7/02	7/02	26	3	Y	Y				
7/01/02										
7/06/02	8/02	7/02	27	3		Y				
7/08/02										
7/13/02	8/02	7/02	28	3		Y				
7/15/02										
7/20/02	8/02	7/02	29	3		Y				
7/22/02										
7/27/02	8/02	7/02	30	3						
7/29/02										

More

Enter=OK F3=Exit F12=Cancel

Field Descriptions

ACTION BUTTON - Optional. To delete an entire pay period date record, select the record and press Delete (“D”).

PAY PERIOD ENDING DATE - Required. Maximum 6 digits. To add a pay period ending date, type the date. The system uses the *seventh* pay period ending date when you start a new pay period. For more information, see “About Pay Period Maintenance” in this chapter.

You cannot add a period end date that already exists.

Warning: Do not add a period ending date earlier than the last completed period end date or you may get unreliable results.

FIN PR/YR (Financial Period and Year) - Optional. Maximum 4 digits. To specify the financial period this payroll cycle will use for journaling, type the period and year. If you leave blank, the system defaults to the applicable financial period and year based on the pay period ending date and the Calendar File.

Some monthly payroll reports print with payroll completion. The system uses the last financial period/year within the Calendar File to determine when to

generate these reports. The information on these reports, however, will represent the payroll month/year.

To use split week processing, type the financial period/year used for the payroll cycle based on the pay period ending date and fill in the fields for split week processing, below.

PAYROLL MTH/YR - Required. Maximum 4 digits. Type the payroll month and year in which checks for the pay period will actually be dated. When you perform check generation, the system verifies the check date against this date. Check dates must be within the current payroll month.

When you perform month end close, the system changes the payroll date for all prior pay cycle records to the current open month.

Note: The system also uses these dates to determine when to print quarterly reports.

PERIOD (1-99) - Required. Maximum 2 digits. Type the sequential number you assign to this payroll period. You can use these numbers to assign deductions and to adjust pay periods. Pay period numbers are used in the Deduction Master for Pay Period Deduction Overrides. For more information, see “Deduction Master Maintenance” in this chapter.

If you duplicate a period sequence number, you will also duplicate any deductions defined for the original pay period.

If you use pay periods 1-52 for each regular pay cycle week end and use pay periods 99,98,97 and so on for adjustments, you will be able to track the difference between regular and adjusting pay cycles more easily.

QTR. (1-4) - Required. One digit. Type the number of the quarter in which the pay period falls. The Monthly Payroll Close task does not use this field to determine when to print quarterly reports. It is informational only.

CLR DED. (Clear Deductions) - Optional. One character. To clear the monthly history to date fields in the Miscellaneous Deduction Master, 401K Master, and Union Master, type “Y.”

When setting up pay periods, type “Y” when this is the last pay period in the payroll month. The system clears the deduction history files at the completion of any pay cycle flagged to clear deductions.

If you are adding an adjustment period before beginning the next month, make sure that you put a “Y” in the Clear Deductions field for the adjusting period so that deductions will accrue history for the following month correctly.

PERIOD COMPLETE - Optional. One character. A “Y” displays when the payroll cycle is completed.

If you install the Payroll Application in the middle of a payroll month, for each payroll period ending record, type a “Y” for weeks in which payroll has already been processed. For more information about how to set up the Pay Period Date Schedule for the first use, see “About Pay Period Date Maintenance” in this chapter.

SKIP DIRD - Optional. One character. To indicate that the entire pay period will not be paid via direct deposit, type a “Y.” The system will write checks for all employees, even those normally paid through direct deposit.

CHECK DATE - Optional. Maximum 6 digits. To indicate the check date the system will derive for check generation, type the date.

---SPLIT WEEK--- The following fields appear only if you choose split week processing in P/R Definition Setup. For more specific information about the way to set up split weeks, see “About Pay Period Date Maintenance” in this chapter.

SPLIT - Optional. One character. To have the system split the processing on a payroll period that spans two financial periods, type “Y.”

FIN PR/YR (Financial Period and Year) - Optional. Maximum 4 digits. To specify the financial period for the first part of the split, type the financial period and year. If you leave blank, but a “Y” in the Split field, the system defaults to the week’s first financial period.

Note: The system uses the financial period/year to determine the pay cycle completion in which monthly reports print. Even if the payroll month is completed, if you split the week and an open financial period/year remains in the month, monthly reports will not be generated until the system runs the last week using the financial period/year.

ENDING DATE - Optional. Maximum 6 digits. To specify the ending date for the first part of the split, type the pay period ending date. Use the last date in the financial period from the Calendar File.

The system posts payroll transactions dated on or before the financial period ending date to the split week financial period. Transactions later than this date post to the financial period in which the pay period ends.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the menu.

Enter Save the information.

Pay Period Date Listing (MCP100)

Access

Menu 102, Option 24

Purpose

Use the optional Pay Period Date listing (MCP100) to review the pay period ending dates and information you defined during Pay Period Date Maintenance. You can select either current pay periods or prior pay periods.

If you select current pay periods, the system prints all pay periods that have not been completed and the 6 prior completed pay periods that may be used by check types 1 through 5.

If you select prior pay periods, the system prints all completed pay periods *except* for the 6 prior to the open pay period cycle.

For more information, see “Pay Period Date Maintenance” in this chapter.

Print Procedure

- Step 1:** At the P/R Master Files Menu (102) choose Option 24, Pay Period Date Listing. The system displays the Pay Period Date Listing screen.
- Step 2:** At the Pay Period Date Listing screen, check the box (“X”) for either current pay period records or prior pay period records.
- To submit the report to print,** press F6.
- Step 3:** To return to the menu *without* submitting the report, press F3.

Pay Period Date Listing Screen

The system displays this screen when you select Pay Period Date listing at the P/R Master Files Menu.

Use this screen to select which pay dates will print on the report.

Field Descriptions

PAY PERIOD SELECTION - Choose one of the following reports:

CURRENT PAY PERIODS - Optional. To select all current pay periods on the report, check the box ("X"). The system will also print the 6 prior pay periods used for check types 1-5.

To select prior pay periods on the report, leave blank.

PRIOR PAY PERIODS - Optional. To select all prior pay periods on the report, check the box ("X"). The system will *not* print the 6 prior pay periods used for check types 1-5.

To select current pay periods, leave blank.

Function Key Descriptions

F3 Return to the previous screen.

F6 Submit the report to print.

F12 Return to the previous screen.

Contents

The information in this report comes from the Payroll Date Schedule Master file (J5DATE), Member 1 for the current year and Member 2 for the prior year.

A sample report for current periods follows this description.

Title

CURRENT/PRIOR PERIODS - The periods you selected for the report displays as a title under the report number in the upper left hand corner.

Column Headings

PAY PERIOD ENDING DATE - This is the ending date for each pay period.

FIN PR/YR (Financial Period/Year) - This is the period and year in the financial calendar to which payroll transactions are posted.

SPLIT WEEK - If you use split week processing, this is the information you defined for split weeks.

SPLIT - This flag indicates the payroll week ending date crosses a financial period.

FIN PR/YR - This is the financial period to which the transactions that fall on or before the split week ending date, below, are posted in G/L.

ENDING DATE - This is the ending date that determines which transactions post to the split week financial period and year. Transactions after this date post to the financial period and year entered for the pay period ending date.

PAYROLL MTH/YR - This is the month and year to which the cash is posted for this pay period. The system verifies that the check date is within this month when you run check generation.

PERIOD - This is the pay period number that indicates the sequence of pay periods.

QTR - This is the quarter to which transactions are posted.

CLEAR DED. - This flag indicates that you want the system to clear the monthly deductions-to-date fields in the earnings files and union monthly limits at the completion of this pay period.

PERIOD COMPLETE - These are the periods which either you have flagged as complete or have been automatically flagged by the system when you run a pay cycle completion.

SKIP DIRD (Skip Direct Deposit) - If this pay period is scheduled to skip direct deposits even for employees who are set up for DD, a "Y" displays.

CHECK DATE - The check date that will be used by the system when printing checks for the pay period displays.

About Tax Tables

Tax Tables for federal and state records must be maintained by you, but once these records are set up, the system calculates information on the master tables and the detailed tables differently.

The system uses information on the employee's Labor Master to find the correct tax table and exemptions. For federal taxes, the system uses the marital status for the tax table type. For state, county and city taxes, unless you specify information for each on the Personnel Data Maintenance, State/County/City Information screen, the system will use the federal marital status to find the correct table.

Master Tables

Your employees pay some tax deductions based on the tax rate defined in the tax tables they are assigned. For taxes based on a percentage of earnings, such as FICA or SUI, the system calculates amounts on the total gross up to the limits, if any limits exist.

Below is an example of a master table:

The screenshot shows a software window titled "MCP904 TAX TABLE MAINTENANCE CHG" with a "Help" button. The main area is titled "Federal Table - Next Year" and contains a "FEDERAL" section. Below this, there are two columns of input fields: "Employer" and "Employee".

	Employer	Employee
FUI %	6.2000	6.2000
FUI earnings limit	68400.00	68400.00
Dependent exemp code	0	0
Personal exemp code	0	0
Itemized exemp code	0	0
Table is % F.I.T		
Standard % F.I.T. ded	.0000	
FICA (OASDI) %	6.2000	6.2000
FICA (OASDI) limit	68400.00	68400.00
FICA (HI) %	1.4500	1.4500
FICA (HI) limit	999999.99	999999.99

At the bottom of the window, there are several function buttons: "Enter=OK" (green checkmark), "F3=Exit" (red X), "F9=Add" (purple plus), "F10=Change" (purple squiggle), "F11=Delete" (purple double arrow), and "F12=Cancel" (red circle with slash). There are also left and right arrow buttons at the bottom right.

If an employee earns 100.00 for a week of pay, and the FICA(OASDI) rate is 6.2 %, the employee will pay 6.20 from his/her check for the week. The system places the total amount during every pay cycle in the accounts you define in the Financial Posting Table. No exemptions are considered by the system during these calculations.

Detailed Tables

The system calculates FIT and SIT based on different factors that may exist for the employee. The amount of tax taken from the employee's check depends on dependent, personal and itemized exemptions as well as frequency of pay, and marital status or tax table type, all of which are set up in the Labor Master file for each employee.

Before tax is calculated, any deductions that are setup as prior to taxes are subtracted from the gross. The tax calculations are based on the annualized amount of the adjusted weekly gross for the period.

For the examples that follow, the Federal Income Tax (FIT) table below is used for all calculations and "Adjusted Gross" assumes *after* pre-tax deductions:

The screenshot shows a software window titled "MCP504 TAX TABLE MAINTENANCE" with a sub-header "Detail Maint. - Next Year". It displays a table for the "FEDERAL" tax table type. The table has columns for Bracket, At Least, Withheld, Pot. Over, Tax Credit, and various exemption rates and amounts. The data is as follows:

Bracket	At Least	Withheld	Pot. Over	Tax Credit	Dep. exemp. rate	Dep. exemp. amt.
1	00	00	00000	0 Ex	00	2700.00
2	2650.00	00	15000	1 Ex	00	00
3	2650.00	3637.50	20000	2 Ex	00	00
4	57450.00	12131.50	31000	3 Ex	00	00
5	129650.00	34573.50	38000	4 Ex	00	00
6	200000.00	106933.50	39400	5 Ex	00	00
7	00	00	00000	6 Ex	00	00
8	00	00	00000	7 Ex	00	00
9	00	00	00000	8 Ex	00	00
10	00	00	00000	9 Ex	00	00
11	00	00	00000	10 Ex	00	00
12	00	00	00000	Ad Ex	00	00
13	00	00	00000			
14	00	00	00000			
15	00	00	00000			
16	00	00	00000			

At the bottom of the window are buttons for Enter=OK, F3=Exit, F9=Add, F10=Change, F11=Delete, and F12=Cancel.

Employee Claiming No Exemptions

For a single employee who is paid weekly, claims no exemptions and has an adjusted gross of 600.00, the system first annualizes the amount using the pay frequency:

Adjusted Weekly Gross	* Weeks Per Year =	Annualized Amount
600.00	* 52 =	31,200.00

Using the annualized amount, according to the Federal Detail Tax Table above, no tax is withheld for the first 2,650.00 earned.

For the next 24,250.00, the system withholds 3,637.50. This amount is 15% of income earned above 2,650.00 and below 26,900.00.

Total Annualized Earnings	31,200.00
	-26,900.00
Income Above 26,900.00	4,300.00

For income earned over 26,900.00, the system multiplies what is left by 28%. The system withholds 1,204.00 for the income earned above 26,900.00 and below 57,450.00.

The system totals these amounts as an annualized FIT of 4,841.50. This total is then divided by the number of paychecks per year, calculating the exact amount taken from the weekly paycheck.

Annualized Amount	/ Weeks Per Year =	Weekly Amount Withheld
4841.50	/ 52 =	93.11

If a state, county or city is flagged for rounding, the system rounds the amount after this final calculation and then adds in any additional tax specified on the Labor Master.

Employee Claiming 1 Exemption

For a single employee who is paid monthly, claims 1 exemption and has an adjusted gross of 3,000.00, the system first calculates the annual amount:

Adjusted Monthly Gross	* Months Per Year =	Annualized Amount
3,000.00	* 12 =	36,000.00

The system then calculates the tax credit for the number of exemptions.

Exemption Amount	* Number of Exemptions	Total Tax Credit
2,700.00	* 1 =	2,700.00

The total tax credit is subtracted from the employee's annualized earnings *before* the withholding is calculated as above, thereby reducing the annualized amount.

Total Annualized Earnings	36,000.00
- Total Tax Credit	-2,700.00
Adjusted Annualized Amount	33,300.00

Using the adjusted annualized amount, according to the Federal Detail Tax Table above, no tax is withheld for the first 2,650.00 earned.

For the next 24,250.00, the system withholds 3,637.50. This amount is 15% of income earned above 2,650.00 and below 26,900.00.

Adjusted Annualized Earnings	33,300.00
	-26,900.00
Income Above 26,900.00	6,400.00

For income earned over 26,900.00, the system multiplies what is left by 28%. The system withholds 1,792.00 for the income earned above 26,900.00 and below 57,450.00.

The system totals these amounts as an annualized FIT of 5,429.50. This total is then divided by the number of paychecks per year, calculating the exact amount taken from the monthly paycheck.

Annualized Amount	/ Months Per Year =	Monthly Amount Withheld
5,429.50	/ 12 =	452.46

If a state, county or city is flagged for rounding, the system rounds the amount after this final calculation and then adds in any additional tax specified on the Labor Master.

The above calculations apply to state, county, and city taxes in the same way. The system applies credit for dependent exemptions, personal exemptions, and itemized exemptions as it does for federal exemptions.

Flat City Taxes

If you cannot use the tax tables for those cities that charge a flat amount, set up a Miscellaneous Deduction record with a limit equal to the flat amount charged. Be sure to set up a Financial Posting Table record with transaction code "DD" that points to the correct G/L account for the city tax.

Connecticut Tax Tables

The Connecticut Exemption and Personal Tax Credits Tables must be set up according to state regulations. See your current Connecticut Income Tax instructions for the amounts in these tables. Once the tables are in place, the system calculates employee withholding according to the Connecticut tax law whenever an employee works in the state.

Special Payroll Run Tax Tables

Occasionally you may want to process special checks, such as bonus or vacation checks. The system can use the special tax table to calculate withholding for these checks. Set up the Special Payroll Run Tax Table according to Federal and State requirements for these checks.

Once the special run tax tables are set up, you can use them in two ways:

1. **Include special checks in a normal payroll cycle.** In P/R Definition Setup, specify the check type that will use the special payroll run tax tables. The system will use the special payroll run tax tables for any time record with the specified check type.
2. **Run a payroll cycle using only the special run tax tables.** In P/R Definition Setup, check the box (“Y”) for “Special Tax Table Only” pay cycle. For all check types and all time records in the cycle, the system will use the special tax table to calculate taxes. When completion of the payroll cycle finishes, make sure to remove the check (“Y”) from P/R Definition Setup.

Payroll Tax Table Maintenance

Access

Menu 102, Option 5

Description

Use this option to maintain tax records in both the Filing Type Table file (B9TXDA) and the Tax Rate Table file (B8TXTB) according to specific state, city, county and tax types. Each file contains 4 members for current year, prior year, next year and special run information. Special runs are used for processing checks that use unique tax tables, such as bonus or commission checks. For more information about the use of the Special Run Tax Table, see “About Tax Tables” in this chapter.

Note: The tax tables used for payroll processing are not pre-delivered with your TrueLine System. These tables must first be set up and then maintained on an annual basis to update changes in tax codes or unreliable results may occur.

The federal tax record uses the State Master code of “00.” A master tax record with a tax table type of “0” must be first set up for any state (including federal), county, or city before you can add detail tables for other tax types. For each state, county, or city in which your employee’s earnings are taxed, you should have both a master record and a detail record.

The system allows you to enter up to nine different detailed tax tables for each state, county, or city. Refer to your own state’s tax laws to determine the tax tables used.

For more information about the way the system calculates taxes, see “About Tax Tables” in this chapter.

The system automatically duplicates the information from the current records for the next payroll year when you run the annual transition process. You can make changes that are valid for the next year at any time prior to year end transition without changing the “current” year information. These changes will not be overridden when you perform the annual transition process.

You can also print a list of selected tax tables using the Tax Table listing (MCP105).

Procedure

- Step 1:** At the P/R Master Files Menu (102) choose Option 5, Tax Table. The system displays the Payroll Tax Table Maintenance, Payroll Year Selection screen.
- Step 2:** At the Payroll Year Selection screen, select the payroll year you want to access (1=Current payroll year, 2=Prior payroll year, 3=Next payroll year, 4=Special payroll run) and press Enter. The system displays the Tax Table Maintenance, Table Selection screen.
- Step 3:** At the Table Selection screen, add, maintain or delete tax tables.

To add a table, in Add mode, type the state, county, city and tax type you want to add and press Enter.

Notes: Federal records use the state code “00.”

To add a record with tax types 1-9, a type “0” record must first be set up for the state, county, or city you want to add.

To maintain a table, in Change mode, type the state, county, city, and tax type you want to maintain and press Enter.

To begin the deletion of a table, in Delete mode, type the state, county, city and tax type you want to delete and press Enter.

For tax type “0,” the system displays the Tax Table Maintenance, State/Federal Table screen with the selection you made as the sub-title.

For tax types 1-9, the system displays the Tax Table Maintenance, Detail Maint. - (Year) screen.

Step 4: At the Tax Table Maintenance, State/ Federal Table screen, add or maintain master tax table information according to the Field Descriptions and press Enter. The system returns to the Tax Table Maintenance, Table Selection screen.

To complete the deletion of a tax table, press F11 to confirm the deletion.

To cancel the deletion, press F12.

To return to the menu without saving the information, press F3.

Step 5: At the Tax Table Maintenance, Detail Maint. - (Year) screen, add or maintain tax table information according to the Field Descriptions and press Enter. The system displays the Tax Table Maintenance, Detail Maint. (Second) screen.

To complete the deletion of a tax table, press F11 to confirm the deletion.

To cancel the deletion, press F12.

To access the Exemption Table if a “T” has been entered for Misc. 1 on the master tax table, press F13.

To access the Personal Tax Credit Table if a “T” has been entered for Misc. 1 on the master tax table, press F14.

To return to the menu, press F3.

Step 6: At the Tax Table Maintenance, Detail Maint. (Second) screen, add or change additional information for the tax table and press Enter. The system returns to the Tax Table Maintenance, Table Selection screen.

To return to the previous screen, press F12.

To access the Exemption Table if a “T” has been entered for Misc. 1 on the master tax table, press F13.

To access the Personal Tax Credit Table if a “T” has been entered for Misc. 1 on the master tax table, press F14.

Step 7: At the Exemption Table screen, maintain the table according to state tax regulations and press Enter.

To return to the previous screen, press F12.

Step 8: At the Personal Tax Credit Table screen, maintain the table according to state tax regulations and press Enter.

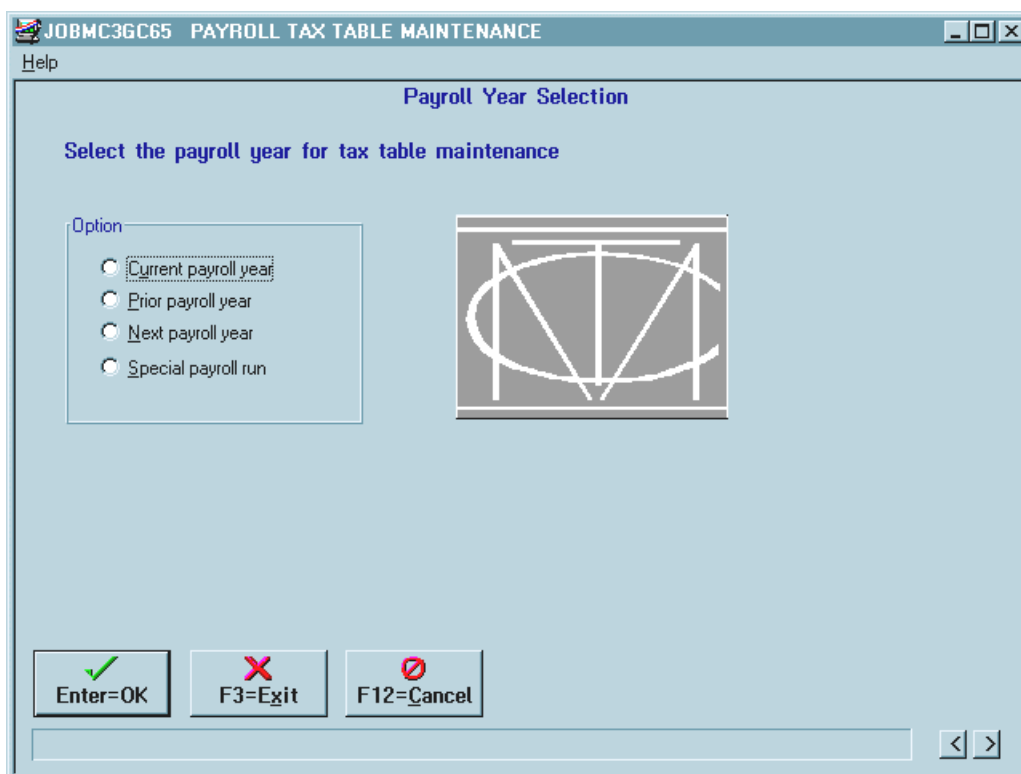
To return to the previous screen, press F12.

Step 9: To return to the P/R Master Files Menu, press F3.

Payroll Tax Table Maintenance, Payroll Year Selection Screen

The system displays this screen when you select Tax Table at the P/R Master Files Menu.

Use this screen to select the year for which you want to maintain tax tables.



Field Descriptions

OPTION - Required. Select the year for which you are maintaining tax tables.
Valid choices are:

Current Payroll year ("1").

Prior Payroll Year ("2").

Next Payroll Year ("3").

Special Payroll Run ("4").

Function Key Descriptions

F3 Return to the menu.

F12 Return to the menu.

Enter Access the Tax Table Maintenance, Table Selection Screen for the year you selected.

Tax Table Maintenance, Table Selection Screen

The system displays this screen when you select a year and press Enter at the Payroll Tax Table Maintenance, Payroll Year Selection screen.

Use this screen to access tax table records to add, maintain or delete.

MCP904 TAX TABLE MAINTENANCE CHG

Help

Table Selection - Current Year

State Cnty City Tax Table Type

0 0 0 0

The set-up of a master tax table requires a type code of "0"

The set-up of a detail tax table requires a type code of 1 - 9

A type "0" record must be entered prior to entering 1-9 records

When deleting a type "0" record, all related type 1 - 9 records will be deleted also

Enter=OK F3=Exit F4=List F9=Add F10=Change F11=Delete F12=Cancel

Field Descriptions

STATE - Required. Maximum 2 digits. Type the code for the state to which the tax table you are maintaining applies. State code "00" represents federal tables. The number is validated against the State Master file. For information about state codes, see the *System Services Reference Manual*.

CNTY (County) - Optional. Maximum 3 digits. Type the code for the county to which the tax table you are maintaining applies. If you enter a county, you cannot enter a city. The number is validated against the County Master file. For information about county codes, see the *System Services Reference Manual*.

CITY - Optional. Maximum 4 digits. Type the code for the city to which the tax table you are maintaining applies. If you enter a city, you cannot enter a county. The number is validated against the City Master file. For information about city codes, see the *System Services Reference Manual*.

Note: For cities that charge a flat amount, see "About Tax Tables" in this chapter.

TAX TABLE TYPE - Required. Maximum 1 digit. Type the code for the type of tax table you are maintaining. The tax type code defaults to "0" for Tax Table

Master Maintenance.

The system is delivered with codes that determine which federal and state tax tables are used to calculate employee taxes. Valid tax table type codes are:

- | | |
|------------------------------|----------------------|
| 1 - Single | 4 - Widowed |
| 2 - Married | 5 - Separated |
| 3 - Head of Household | |

Federal taxes only calculate using table type 1 and 2.

For state tax tables, numbers 1 - 5 may represent other tax methods, such as flat percentages, and the states may also use more than five tax table types. For more information about adding tax table types, see the *System Services Reference Manual*.

Function Key Descriptions

F3 Return to the menu.

F9 Access Add mode.

F10 Access Change mode.

F11 Access Delete mode.

F12 Return to the previous screen.

Enter Access the Tax Table Maintenance, Federal Table; Tax Table Maintenance, State Table; or Tax Table Maintenance, Detail Maint. - (Year) screen.

Tax Table Maintenance, Federal Table - (Selected) Year Screen

The system displays this screen when you enter “00” for State and “0” for Tax Table Type at the Tax Table Maintenance, Table Selection screen.

Use this screen to maintain the federal tax table for the year you specified.

MCP904 TAX TABLE MAINTENANCE CHG

Help

Federal Table - Current Year

FEDERAL

	Employer	Employee
FUI %	.0000	6.2000
FUI earnings limit	7000.00	68400.00
Dependent exemp code	0	1.4500
Personal exemp code	0	9999999.99
Itemized exemp code	0	9999999.99
Table is % F.I.T.		
Standard % F.I.T. ded	.0000	

Enter=OK F3=Exit F9=Add F10=Change F11=Delete F12=Cancel

Field Descriptions

(State Code Description) - Display only. The system displays the description for the State Code “00” from the State Master file.

FUI % (Federal Unemployment Insurance Percentage) - Required. Maximum 7 digits, 4 decimals. Type the percentage rate at which an employer pays federal unemployment tax on employee earnings.

FICA (OASDI) % (Federal Income Contribution Act (Old Age, Survivors, and Disability Insurance) Percentage) - Required. Maximum 7 digits, 4 decimals. Type the percentage rate at which earnings are taxed for the OASDI portion of FICA.

If the employer and employee share in the payment of OASDI, put the correct distribution for the employer and employee.

FUI EARNINGS LIMIT - Optional. Maximum 7 digits, 2 decimals. Type the amount beyond which an employer no longer pays federal unemployment tax on employee earnings.

FICA (OASDI) LIMIT - Required. Maximum 7 digits, 2 decimals. Type the limit

beyond which an employee's earnings are no longer taxable to the employer or employee for the social security portion of FICA.

DEPENDENT EXEMP CODE (Dependent Exemption Code) - Optional.

Maximum 1 digit. Type the code that determines how dependent exemptions are calculated. The system derives the dependent exemption rate and percentage from information entered in the Tax Table Maintenance, Detail Maint. screen for each specific state.

Valid codes are:

- 1** The system calculates the dependent exemption as the sum of the dependent exemption rate and dependent exemption percentage.
- 2** The system calculates both the rate and the percentage and uses only the lesser amount as the dependent exemption.
- 0/blank** The system calculates both the rate or the percentage and uses whichever is greater for the dependent exemption.

FICA (HI) % (Federal Income Contribution Act for Hospital Insurance) -

Required. Maximum 7 digits, 4 decimals. Type the percentage rate at which earnings are taxed for the medicare portion of FICA.

If the employer and employee share in the payment of medicare insurance, put the correct distribution for the employer and employee.

PERSONAL EXEMP CODE (Personal Exemption Code) - Optional. Maximum

1 digit. Type the code that determines how personal exemptions are calculated. The system derives the personal exemption rate and percentage from information entered in the Tax Table Maintenance, Detail Maint. screen for each specific state.

Valid codes are:

- 1** The system calculates the personal exemption as the sum of the personal exemption rate and personal exemption percentage.
- 2** The system calculates both the rate and the percentage, and uses only the lesser amount for the personal exemption.
- 0/blank** The system calculates both the rate or the percentage and uses whichever is greater as the personal exemption.

FICA (HI) LIMIT - Required. Maximum 7 digits, 2 decimals. Type the limit at which an employee's earnings are no longer taxable to the employee or employer for the medicare portion of FICA.

ITEMIZED EXEMP CODE (Itemized Exemption Code) - Optional. Maximum 1

digit. Type the code that determines how itemized exemptions are calculated. The system derives the itemized exemption rate and percentage from information entered in the Tax Table Maintenance, Detail Maint. screen for each specific state.

Valid codes are:

- 1** The system calculates the itemized exemption as the sum of the itemized exemption rate and itemized exemption percentage.

2 The system calculates both the rate and the percentage, and uses only the lesser amount.

0/blank The system calculates both the rate or the percentage and uses whichever is greater as the itemized exemption.

TABLE IS % F.I.T. (Table Is Percentage of Federal Income Tax) - Optional. Maximum 1 character. If the state tax table is based on a percentage of the federal tax table, type "Y."

STANDARD % F.I.T. DED (Standard Percentage Federal Income Tax Deduction) - Optional. Maximum 7 digits, 4 decimals. Type the percentage of the F.I.T. to be withheld from the gross earnings before S.I.T. is calculated. The amount deducted is not subject to regular State Income Tax.

Function Key Descriptions

F3 Return to the menu without saving the information.

F9 Return to the Tax Table Maintenance, Table Selection screen in Add mode.

F10 Return to the Tax Table Maintenance, Table Selection screen in Change mode.

F11 Complete the deletion of a tax table or return to the Tax Table Maintenance, Table Selection screen in Delete mode.

F12 Return to the Tax Table Maintenance, Table Selection screen.

Enter Save the information and return to the Tax Table Maintenance Selection screen.

Tax Table Maintenance, State Table (Selected) Year Screen

The system displays this screen when you enter a state code and Tax Table Type "0" at the Tax Table Maintenance, Table Selection screen.

Use this screen to maintain a state, county or city tax record.

MCP904 TAX TABLE MAINTENANCE - CHG

Help

State Table - Current Year

6 CALIFORNIA

Dependent exemp code

Personal exemp code

Itemized exemp code

Table is % F.I.T. ☐

Standard % F.I.T. ded

Sick pay non-taxable ☐

Cumulative tax tables ☐

FICA standard ded ☐

Exemp on tax not grss ☐

Rnd tax to whole amt ☐

Misc 1 Misc 2 ☐ Misc 3 ☐

No SUI on sick pay ☐

SUI %

SUI earnings limit

No SDI on sick pay ☐

SDI %

SDI earnings limit

Max annual deduction

Min annual deduction

Min for 1 weeks 2 Wks

Min for 3 weeks 4 Wks

Minimum Maximum

Fil 1 %

Fil 2 %

Fil 3 %

Fil 4 %

Fil 5 %

Enter=OK F3=Exit F9=Add F10=Change F11=Delete F12=Cancel

Field Descriptions

(State Code, Description) - Display only. This field identifies the state, county, or city for which you are maintaining a tax table.

If you entered only a state code at the Table Selection screen, the code and description of the state displays. If you selected a state and county, only the description of the county displays. If you selected a state and city, only the description of the city displays.

DEPENDENT EXEMP CODE (Dependent Exemption Code) - Optional.

Maximum 1 digit. Type the code that determines how dependent exemptions are calculated. The system derives the dependent exemption rate and percentage from information entered in the Tax Table Maintenance, Detail Maint. for each specific state.

Valid codes are:

- 1 The system calculates the dependent exemption as the sum of the

dependent exemption rate and dependent exemption percentage.

Notes: Dependent exemption percent is adjusted within minimum and maximum percents on the Tax Table Maintenance, Detail Maint. for each state.

The system adjusts the dependent exemption rate based on state specific rules in Miscellaneous 1 code, below.

2 The system calculates both the rate and the percentage and uses only the lesser amount as the dependent exemption.

0/blank The system calculates both the rate or the percentage and uses whichever is greater for the dependent exemption.

PERSONAL EXEMP CODE (Personal Exemption Code) - Optional. Maximum 1 digit. Type the code that determines how personal exemptions are calculated. The system derives the personal exemption rate and percentage from information entered in the Tax Table Maintenance, Detail Maint. screen for each specific state.

Valid codes are:

1 The system calculates the personal exemption as the sum of the personal exemption rate and personal exemption percentage.

Note: The system adjusts the personal exemption rate based on state specific rules in Miscellaneous 2 code, below.

2 The system calculates both the rate and the percentage, and uses only the lesser amount for the personal exemption.

0/blank The system calculates both the rate or the percentage and uses whichever is greater as the personal exemption.

ITEMIZED EXEMP CODE (Itemized Exemption Code) - Optional. Maximum 1 digit. Type the code that determines how itemized exemptions are calculated. The system derives the itemized exemption rate and percentage from information entered in the Tax Table Maintenance, Detail Maint. screen for each specific state.

Valid codes are:

1 The system calculates the itemized exemption as the sum of the itemized exemption rate and itemized exemption percentage.

Note: The system adjusts the itemized exemption rate based on state specific rules in Miscellaneous 3 code, below.

2 The system calculates both the rate and the percentage, and uses only the lesser amount.

0/blank The system calculates both the rate or the percentage and uses whichever is greater as the itemized exemption.

TABLE IS % F.I.T. (Table is Percentage of Federal Income Tax) - Optional. Maximum 1 character. If the state tax table is based on a percentage of the federal tax table, type "Y." Otherwise, leave blank.

STANDARD % F.I.T. DED (Standard Percentage Federal Income Tax Deduction) - Optional. Maximum 7 digits, 4 decimals. Type the percentage of the F.I.T. to be withheld from gross earnings before S.I.T. is calculated. The amount deducted is not subject to regular State Income Tax.

SICK PAY NON-TAXABLE - Optional. Maximum 1 character. If sick pay is not taxable, type "Y." Otherwise, leave blank.

CUMULATIVE TAX TABLES - Optional. Maximum 1 digit. To use cumulative tax tables, type "Y." If this state uses cumulative tax tables, the system withholds the sum of all the tax brackets through the bracket in which the employee's earnings exist. If you leave this field blank, the system simply withholds the tax amount within the bracket the employee's earnings exist.

These brackets are entered on the Tax Table Maintenance, Detail Maint. screen.

FICA STANDARD DED (Standard FICA Deduction) - Optional. Maximum 1 character. To have the system deduct FICA before calculating state income taxes, type "Y." To have the system calculate state income tax on the total gross earned, leave blank.

EXEMP ON TAX NOT GRSS (Exemption On Tax Not Gross) - Optional. Maximum 1 character. To reduce the amount withheld for taxes by the amount of exemptions, type "Y." To reduce the taxable gross earnings by the amount of exemptions, leave blank.

RND TAX TO WHOLE AMT (Round Tax to Whole Amount) - Optional. Maximum 1 character. To round tax amounts to the nearest whole amount, type "Y." To use exact amounts for figuring taxes, leave blank.

Individual states may use special rules for calculating SIT. Miscellaneous 1-3 fields use state specific programs. The information that follows is accurate as of 6/10/99

MISC 1 (Miscellaneous 1) - Optional. Maximum 1 character. For California tax tables, type a "5." A "5" will call a state unique program to conform to California tax laws.

For Connecticut tax tables, type a "T." A "T" will allow you to maintain 2 state unique tables from the Tax Table Maintenance, Detail Maint. - (Year) screen.

MISC 2 (Miscellaneous 2) - Optional. Maximum 1 digit. For states that have unique tax calculations, a "1" considers personal exemptions according to state standards. See your project or account manager for specific instructions on setting up your state tax table.

MISC 3 (Miscellaneous 3) - Optional. Maximum 1 character. No state uses this field at this time.

NO SUI ON SICK PAY - Optional. Maximum 1 character. If sick pay is to be exempt from State Unemployment Insurance tax, type "Y." If the employer contributes to SUI on sick pay, leave blank for the Employer. If employees pay SUI on sick pay, leave blank for the Employee.

SUI % (State Unemployment Insurance Percentage) - Optional. Maximum 7

digits, 4 decimals. Type the percent of earnings paid by either the employer or the employee for SUI.

SUI EARNINGS LIMIT - Optional. Maximum 7 digits, 2 decimals. Type the limit at which employee earnings are no longer taxable for SUI for both the employee and employer.

NO SDI ON SICK PAY - Optional. Maximum 1 character. If sick pay is to be exempt from State Disability Insurance, type "Y." If the employer contributes SDI on sick pay, leave blank for the Employer. If employees pay SDI on sick pay, leave blank for the Employee.

SDI % (State Disability Insurance Percentage) - Optional. Maximum 3 digits, 2 decimals. Type the percentage of employee's earnings paid for SDI by the employer and employee.

S.D.I. EARNINGS LIMIT - Optional. Maximum 7 digits, 2 decimals. Type the limit of earnings at which an employer and an employer no longer pay S.D.I.

MAX ANNUAL DEDUCTION (Maximum Annual Deduction Amount) - Optional. Maximum 7 digits, 2 decimals. Type the maximum amount to be contributed annually for an individual employee's S.D.I. by the employee and the employer.

MIN ANNUAL DEDUCTION (Minimum Annual Deduction Amount) - Optional. Maximum 7 digits, 2 decimals. Type the minimum amount to be contributed annually for an individual employee's S.D.I. by the employee and the employer.

MIN FOR 1 WEEKS (Minimum For 1 Week) - Optional. Maximum 7 digits, 2 decimals. Type the minimum amount that an employee can earn in one week to be considered by the state to be one week's earnings.

If an employee does not earn this amount during a week pay period, the system does not consider the week to have been worked for the employee. For more information about how the system counts weeks worked, see "Payroll Summary Maintenance" in Chapter 4.

(Minimum For) 2 WKS - Optional. Maximum 7 digits, 2 decimals. Type the minimum amount that an employee can earn in two weeks to be considered by the state to be two week's earnings.

MIN FOR 3 WEEKS - Optional. Maximum 7 digits, 2 decimals. Type the minimum amount that an employee can earn in three weeks to be considered by the state to be three week's earnings.

(Minimum For) 4 WEEKS - Optional. Maximum 7 digits, 2 decimals. Type the minimum amount that an employee can earn in four weeks to be considered by the state to be four week's earnings.

FIL 1 % - (Filing Type 1 Percentage) Optional. Maximum 5 decimals. If the employee is filing type one (single), type the percentage that the gross will be reduced by before tax calculations.

The employee's filing type can be defined in the Labor Master for any state in which filing type is required.

MINIMUM - Optional. Maximum 7 digits, 2 decimals. Type the minimum

amount the gross can be reduced by before tax calculations for employees with filing type 1.

MAXIMUM - Optional. Maximum 7 digits, 2 decimals. Type the maximum amount the gross can be reduced by before tax calculations for employees with filing type 1.

FIL 2 % - (Filing Type 2 Percentage) Optional. Maximum 5 decimals. If the employee is filing type two (married, joint), type the percentage that the gross will be reduced by before tax calculations.

MINIMUM - Optional. Maximum 7 digits, 2 decimals. Type the minimum amount the gross can be reduced by before tax calculations for employees with filing type 2.

MAXIMUM - Optional. Maximum 7 digits, 2 decimals. Type the maximum amount the gross can be reduced by before tax calculations for employees with filing type 2.

FIL 3 % - (Filing Type 3 Percentage) Optional. Maximum 5 decimals. If the employee is filing type three (married, separate), type the percentage that the gross will be reduced by before tax calculations.

MINIMUM - Optional. Maximum 7 digits, 2 decimals. Type the minimum amount the gross can be reduced by before tax calculations for employees with filing type 3.

MAXIMUM - Optional. Maximum 7 digits, 2 decimals. Type the maximum amount the gross can be reduced by before tax calculations for employees with filing type 3.

FIL 4 % - (Filing Type 4 Percentage) Optional. Maximum 5 decimals. If the employee is filing type four (widowed), type the percentage that the gross will be reduced by before tax calculations.

MINIMUM - Optional. Maximum 7 digits, 2 decimals. Type the minimum amount the gross can be reduced by before tax calculations for employees with filing type 4.

MAXIMUM - Optional. Maximum 7 digits, 2 decimals. Type the maximum amount the gross can be reduced by before tax calculations for employees with filing type 4.

FIL 5 % - (Filing Type 5 Percentage) Optional. Maximum 5 decimals. If the employee is filing type five (head of household), type the percentage that the gross will be reduced by before tax calculations.

MINIMUM - Optional. Maximum 7 digits, 2 decimals. Type the minimum amount the gross can be reduced by before tax calculations for employees with filing type 5.

MAXIMUM - Optional. Maximum 7 digits, 2 decimals. Type the maximum amount the gross can be reduced by before tax calculations for employees with filing type 5.

Function Key Descriptions

- F3** Return to the menu without saving the information.
- F9** Return to the Tax Table Maintenance, Table Selection screen in Add mode.
- F10** Return to the Tax Table Maintenance, Table Selection screen in Change mode.
- F11** Confirm deletion of a tax table or return to the Tax Table Maintenance, Table Selection screen in Delete mode.
- F12** Return to the previous screen.
- Enter** Save the information and return to the Tax Table Maintenance, Table Selection screen.

Tax Table Maintenance, Detail Maint. (Selected) Year Screen

The system displays this screen when you specify any tax table type from 1 through 9 at the Tax Table Maintenance, Table Selection screen.

Use this screen to maintain the tax rates in the specified table for the selected year.

Bracket	At Least	Withhold	Pct. Over	Tax Credit	
1	.00	.00	.01000	0 Ex	.00
2	4831.00	48.31	.02000	1 Ex	66.00
3	11449.00	180.67	.04000	2 Ex	132.00
4	18068.00	445.43	.06000	3 Ex	198.00
5	25083.00	866.63	.08000	4 Ex	264.00
6	37100.00	1395.69	.09300	5 Ex	330.00
7	.00	.00	.00000	6 Ex	396.00
8	.00	.00	.00000	7 Ex	462.00
9	.00	.00	.00000	8 Ex	528.00
10	.00	.00	.00000	9 Ex	594.00
11	.00	.00	.00000	10 Ex	660.00
12	.00	.00	.00000	Ad Ex	66.00
13	.00	.00	.00000		
14	.00	.00	.00000		
15	.00	.00	.00000		
16	.00	.00	.00000		

Field Descriptions

STATE - Display only. This field displays the state code you entered at the previous screen.

CNTY - Display only. This field displays the county code you entered at the previous screen.

CITY - Display only. This field displays the city code you entered at the previous screen.

TAX TABLE TYPE - Display only. This field displays the tax table type you entered at the previous screen.

(Description) - Display only. This field displays the description of the state, county or city code, depending upon your selection at the previous screen.

BRACKET - Display only. Each number displayed in this field is a tax bracket. You can access brackets 17 through 25 on the next display by pressing Roll. The system automatically rolls the screen, when you press Enter after completing the entries displayed.

AT LEAST - Optional. Maximum 9 digits, 2 decimals. Type the minimum annual

gross income for each tax bracket.

WITHHOLD - Optional. Maximum 7 digits, 2 decimals. Type the income tax amount to be withheld annually from individual earnings in each tax bracket.

PERCENT OVER - Optional. Maximum 5 decimals. Type the percentage at which income over the At Least amount will be taxed. When calculating income tax, the system adds the amount calculated from this percentage to the amount in the Withhold field.

TAX CREDIT - Optional. Maximum 7 digits, 2 decimals. For each exemption, type the amount of the tax credit allowed for an individual's earnings. The following exemption items are listed:

0 EX through 10 EX (0 Exemptions through 10 Exemptions) - Type the amount of tax credit allowed for each exemption number.

AD EX (Additional Exemption) - Type the amount of tax credit allowed for each additional exemption beyond 10.

DEP EXEMP RATE (Dependent Exemption Rate) - Optional. Maximum 7 digits, 2 decimals. For State Detail records, type the amount of tax credit that an employee receives annually for each dependent exemption claimed.

For Federal Detail records, type the amount of tax credit that an employee receives annually for each exemption claimed.

DEP EXEMP PRCNT (Dependent Exemption Percentage) - Optional. Maximum 7 digits, 2 decimals. Type the percentage of an employee's annual income received as tax credit regardless of the number of exemptions claimed. (For example enter 5.5 for 5 and 1/2 percent)

DEP MAXUM PRCNT (Dependent Maximum Percentage) - Optional. Maximum 7 digits, 2 decimals. Type the maximum percentage of annual earnings that can be claimed for dependent exemptions.

DEP MINUM PRCNT (Dependent Minimum Percentage) - Optional. Maximum 7 digits, 2 decimals. Type the minimum percentage of annual earnings that can be claimed for dependent exemptions.

PER EXEMP RATE - (Personal Exemption Rate) Optional. Maximum 7 digits, 2 decimals. Type the amount of tax credit allowed for each personal exemption.

PER EXEMP PRCNT - (Personal Exemption Percentage) Optional. Maximum 7 digits, 2 decimals. Type the percentage of an employee's annual income received as tax credit for personal exemptions.

ITM EXEMP RATE - (Itemized Exemption Rate) Optional. Maximum 7 digits, 2 decimals. Type the amount of tax credit allowed for each itemized exemption.

ITM EXEMP PRCNT - (Itemized Exemption Percentage) Optional. Maximum 7 digits, 2 decimals. Type the percentage of an individual's annual income received as tax credit for itemized exemptions.

Function Key Descriptions

F3 Return to the menu without saving the information.

- F9** Return to the Tax Table Maintenance, Table Selection screen in Add mode.
- F10** Return to the Tax Table Maintenance, Table Selection screen in Change mode.
- F11** Confirm deletion of the tax table or return to the Tax Table Maintenance, Table Selection screen in Delete mode.
- F12** Return to the Tax Table Maintenance, Table Selection screen.
- F13** Access the Exemption Table screen.
- F14** Access the Personal Tax Credit Table screen.
- Enter** Access the Tax Table Maintenance, Detail Maint. (Second) screen, which displays tax brackets 17 through 25.
- Roll** Roll to access additional detail tax brackets.

Tax Table Maintenance, Detail Maint. (Second) Screen

The system displays this screen when you Roll or press Enter at the Tax Table Maintenance, Detail Maint. (Selected) Year screen.

Use this screen to maintain additional tax bracket records.

MCP904 TAX TABLE MAINTENANCE CHG

Help

Detail Maint. - Current Year

State	Cnty	City	Tax Table Type
6	0	0	1

CALIFORNIA

Bracket	At Least	Withhold	Pct. Over
17	.00	.00	.00000
18	.00	.00	.00000
19	.00	.00	.00000
20	.00	.00	.00000
21	.00	.00	.00000
22	.00	.00	.00000
23	.00	.00	.00000
24	.00	.00	.00000
25	.00	.00	.00000

Bottom

Enter=OK F3=Exit F9=Add F10=Change F11=Delete F12=Cancel

The Field Descriptions are the same as on the previous screen

Function Key Descriptions

- F3** Return to the menu without saving the information.
- F9** Return to the Tax Table Maintenance, Table Selection screen in Add mode.
- F10** Return to the Tax Table Maintenance, Table Selection screen in Change mode.
- F11** Confirm deletion of the tax table or return to the Tax Table Maintenance, Table Selection screen in Delete mode.
- F12** Return to the previous screen.
- F13** Access the Exemption Table screen.
- F14** Access the Personal Tax Credit Table screen.
- Enter** Save the information and return to the Tax Table Maintenance, Table Selection screen.
- Roll** Access the Tax Table Maintenance, Detail Maint. (Selected) Year screen.

Exemption Table Screen

The system displays this screen if you have a “T” in the miscellaneous 1 field of the Tax Table Maintenance, State Table screen and press F13 at the Tax Table Maintenance, Detail Maint. (Selected) Year screen or Tax Table Maintenance, Detail Maint. (Second) screen.

Use this screen to maintain exemption requirements for Connecticut.

State code 07 CONNECTICUT

Tax table type 1

Delete

-----Annual Salary-----		
More than	Less than or equal to	Exemption
	24000.00	12000.00
24000.00	25000.00	11000.00
25000.00	26000.00	10000.00
26000.00	27000.00	9000.00
27000.00	28000.00	8000.00
28000.00	29000.00	7000.00
29000.00	30000.00	6000.00
30000.00	31000.00	5000.00
31000.00	32000.00	4000.00
32000.00	33000.00	3000.00
33000.00	34000.00	2000.00
34000.00	35000.00	1000.00

More

Enter=OK F3=Exit F12=Cancel

< >

Field Descriptions

STATE CODE - Display only. The state code selected at the selection screen displays. The description displays to the right.

TAX TABLE TYPE - Display only. The tax table type you are maintaining displays.

ACTION BUTTON - Optional. To delete an entire line, select the record and press Delete (“D”).

ANNUAL SALARY - Specify the salary range for the exemption, below.

MORE THAN - Optional. Maximum 7 digits, 2 decimals. To specify the amount an employee’s salary must be more than to use the exemption, type the amount.

LESS THAN OR EQUAL TO - Optional. Maximum 7 digits, 2 decimals. To specify the most an employee can earn annually to use the exemption, type the amount.

EXEMPTION - Optional. Maximum 7 digits, 2 decimals. To specify the

exemption amount for salaries that fit within the specified range, type the amount.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

Enter Edit the information.

Personal Tax Credit Table Screen

The system displays this screen if you have a “T” in the miscellaneous 1 field of the Tax Table Maintenance, State Table screen and press F14 at the Tax Table Maintenance, Detail Maint. (Selected) Year screen or Tax Table Maintenance, Detail Maint. (Second) screen.

Use this screen to maintain personal tax credit requirements for Connecticut.

MCP914 PERSONAL TAX CREDIT TABLE

Help

State code 07 CONNECTICUT
Tax table type 1

Delete

-----Annual Salary-----		
More than	Less than or equal to	Credit %
12000.00	15000.00	75.00
15000.00	15500.00	70.00
15500.00	16000.00	65.00
16000.00	16500.00	60.00
16500.00	17000.00	55.00
17000.00	17500.00	50.00
17500.00	18000.00	45.00
18000.00	18500.00	40.00
18500.00	20000.00	35.00
20000.00	20500.00	30.00
20500.00	21000.00	25.00
21000.00	21500.00	20.00

More

Enter=OK F3=Exit F12=Cancel

Field Descriptions

STATE CODE - Display only. The state code selected at the selection screen displays. The description displays to the right.

TAX TABLE TYPE - Display only. The tax table type you are maintaining displays.

ACTION BUTTON - Optional. To delete an entire line, select the record and press Delete (“D”).

ANNUAL SALARY - Specify the salary range for the exemption, below.

MORE THAN - Optional. Maximum 7 digits, 2 decimals. To specify the amount an employee’s salary must be more than to use the exemption, type the amount.

LESS THAN OR EQUAL TO - Optional. Maximum 7 digits, 2 decimals. To specify the most an employee can earn annually to use the exemption, type the amount.

CREDIT % - Optional. Maximum 2 digits, 2 decimals. To specify the credit

percentage for salaries that fit within the specified range, type the percent.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

Enter Edit the information.

Tax Table Listing (MCP105)

Access

Menu 102, Option 25

Purpose

Use the optional Tax Table listing (MCP105) to review the information in the tax tables that you maintain through Tax Table Maintenance. You can select a specific state, city, or county, or you can select all tax table records. In addition, you can select to print the tax tables for any of the four members: current, prior, or next payroll year, or special payroll run.

Print Procedure

Step 1: At the P/R Master Files Menu (102) choose Option 25, Tax Table Listing. The system displays the Payroll Tax Table Listing screen.

Step 2: At the Payroll Tax Table Listing screen, select the tax tables you want to print.

To print a specific state, city, or county tax table, type the appropriate codes.

To print all tax tables, including the Federal table, check the box ("All").

Select the tax table year you want on the report. Valid selections are:

Current Payroll Year ("1")

Prior Payroll Year ("2")

Next Payroll Year ("3")

Special Payroll Run Member ("4")

Step 3: **To submit the report to print**, press F6. The system displays the message "Tax Table Listing is being submitted."

Step 4: To return to the menu without submitting the report, press F3.

Payroll Tax Table Listing Screen

The system displays this screen when you select Tax Table Listing at the P/R Master Files Menu.

Use this screen to print a tax table report.

Field Descriptions

RANGE SELECTION - Choose one of the following:

ENTER A SPECIFIC STATE / COUNTY / CITY - Optional. Maximum 2 digits state, 3 digits county, 4 digits city. To select a specific state, county or city, type the appropriate codes.

CHECK HERE TO SELECT ALL TAX TABLE ENTRIES - Optional. To select all tax tables, including the Federal tables, check the box ("All").

YEAR SELECTION - Required. Select the year for the tax tables you want to print. Valid codes are:

Current Payroll Year ("1")

Prior Payroll Year ("2")

Next Payroll Year ("3")

Special Payroll Run Member ("4")

Function Key Descriptions

- F3** Return to the menu without printing the report.
- F6** Submit the report to print and return to the menu.

Contents

Most of the information in this report comes from the Detail Tax Table file (B8TXTB). The description of the state comes from the State Master file (B4STAT); the description of the county comes from the County Master file (B3CNTY); and the description of the city comes from the city master file (B6CITY)

A sample report follows.

FEDERAL

EXEMPTION CODES		STANDARD DEDUCTIONS	
DEP. PERS. ITEM		% OF F.I.T. % OF S.I.T.	% OF CO.I.T.
0 0 0		.0000 0	.0000
----- F.I.C.A. -----			
		O A S D I	MEDICARE
		RATE LIMIT	RATE LIMIT
EMPLOYEE		6.2000 72,600.00	1.459,999,999.99
EMPLOYER		6.2000 72,600.00	1.459,999,999.99
FUI RATE.....: .0000			
FUI EARNINGS LIMIT: 7,000.00			

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T A X T A B L E

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FEDERAL

TAX TABLE TYPE 1

DEPENDENT EXEMPTION		PERSONAL EXEMPTION		ITEM EXEMPTION	
RATE	%	MAX	RATE	%	RATE
2700.00	.00	.00	.00	.00	.00
AT LEAST		PERCENT OVER		TAX CREDITS	
				EXEMPTIONS	AMOUNT
1	.00	.00000		0	.00
2	2,650.00	.15000		1	.00
3	26,900.00	.28000		2	.00
4	57,450.00	.31000		3	.00
5	129,650.00	.36000		4	.00
6	280,000.00	.39600		5	.00
7	.00	.00000		6	.00
8	.00	.00000		7	.00
9	.00	.00000		8	.00
10	.00	.00000		9	.00
11	.00	.00000		10	.00
12	.00	.00000		ADDL	.00
13	.00	.00000			
14	.00	.00000			
15	.00	.00000			
16	.00	.00000			
17	.00	.00000			
18	.00	.00000			
19	.00	.00000			
20	.00	.00000			
21	.00	.00000			
22	.00	.00000			
23	.00	.00000			
24	.00	.00000			
25	.00	.00000			

STATE 6 CALIFORNIA

EXEMPTION CODES		STANDARD DEDUCTIONS	
DEP. PERS. ITEM	% OF F.I.T. % OF S.I.T.	% OF S.I.T.	% OF CO.I.T.
0 0 0	.0000	0	.0000
SICK PAY NON-TAXABLE.....:			
TAX TABLES ARE CUMULATIVE.....:			
TAX TABLE IS PERCENTAGE OF FIT...:			
FICA IS STANDARD DEDUCTION.....:			
DEP. EXEMP. RATE CALCULATED ON TAX:			
		EMPLOYER	EMPLOYEE
		SUI NOT TAKEN ON SICK PAY:	
		SUI RATE.....:	5.4000 .0000
		SUI EARNINGS LIMIT.....:	7,000.00 .00
		SDI NOT TAKEN ON SICK PAY:	
		SDI RATE.....:	.0000 5.0000
		SDI EARNINGS LIMIT.....:	.00 31,767.00
		SDI MIN ANNUALIZED DED...:	.00 .00
		SDI MAX ANNUALIZED DED...:	.00 .00

FILING TYPES		
	RATE	MINIMUM MAXIMUM
1	.00000	.00 .00
2	.00000	.00 .00
3	.00000	.00 .00
4	.00000	.00 .00
5	.00000	.00 .00
MINIMUM FOR 1 WEEK WORKED		
	.00	MISC. 1 5
MINIMUM FOR 2 WEEKS WORKED		
	.00	MISC. 2
MINIMUM FOR 3 WEEKS WORKED		
	.00	MISC. 3
MINIMUM FOR 4 WEEKS WORKED		
	.00	

S.U.I. Reciprocity Table Maintenance

Access

Menu 102, Option 6

Description

Use this option to add, change or delete records in the State Reciprocity file (C3RECP). The Reciprocity Table Maintenance screen links states that share reciprocal agreements for state unemployment insurance. When an employee works in two or more states within a single year, a reciprocal agreement between the states can allow SUI earnings in one state to apply to the SUI earnings limits of both states.

After SUI limits have been reached in a reciprocal state, the system applies earnings above the limit to the master state. However, if earnings from the master state must also be applied to the reciprocal state, you must set up a new record that defines the reciprocal state as the master state.

SUI earnings limits for each state must be set up in the tax tables so the system will correctly apply earnings for each state in the reciprocal agreement. For more information about SUI limits, see “Payroll Tax Table Maintenance” in this chapter.

For each state in which you have a reciprocity agreement, you must set up the State Unemployment Insurance (SUI) portion of the Financial Posting Table separately by state so that correct SUI amounts will go to the correct state.

Note: Reciprocal application of SUI earnings is not retroactive. If reciprocity will be needed for future jobs in the year, the reciprocity record should be created *before* work is done in *either* the master or reciprocal state. Before you setup the SUI Reciprocity Table, the system applies the earnings to the limit of the job state only.

You can print a list of all Master and Reciprocity agreements set up in this file using the Reciprocity List (MCG115).

Procedure

Step 1: From the P/R Master Files Menu (102) choose Option 11, S.U.I. Reciprocity Table. The system displays the Reciprocity Table Maintenance screen.

Step 2: At the Reciprocity Table Maintenance screen, you can add or delete reciprocal agreement records.

To add a reciprocity record, identify both the master and the reciprocal state and press Enter.

Note: If two states have a mutual reciprocity agreement, set up two records, one with each state as the master state.

To delete a reciprocity record, select the record and press Delete (“D”).

Step 3: To return to the menu without saving the information, press F3.

Reciprocity Table Maintenance Screen

The system displays this screen when you select S.U.I. Reciprocity Table at the P/R Master Files Menu.

Use this screen to add or delete reciprocity agreement records.

Master State	Reciprocal State
6 CALIFORNIA	32 NEVADA
6 CALIFORNIA	41 OREGON
6 CALIFORNIA	53 WASHINGTON

Field Descriptions

ACTION BUTTON - Optional. To delete a reciprocal agreement record, select the record and press Delete ("D"). To change a record, first delete the record and then add a new record.

MASTER STATE - Optional. Type the code of the master state in the reciprocal agreement. Your entry must be a valid code in the State Master file. The system applies earnings from the reciprocal state to the SUI earnings limits of this state and the reciprocal state.

RECIPROCAL STATE - Optional. Type the code of the reciprocal state. Your entry must be a valid code in the State Master file. The system applies earnings from this state to the SUI earnings limits of this state and the master state.

Note: If the two states have a mutual reciprocity agreement, you have to set up two records, one with each state as the master state.

Function Key Descriptions

F3 Return to the menu.

- F4** Access the Window List for the field the cursor is in.
- F12** Return to the menu.
- Enter** Save the information.
- Roll** Display additional records not shown.

Reciprocity List (MCG115)

Access

Menu 102, Option 26

Purpose

Use the Reciprocity List (MCG115) to review the states for which you have set up S.U.I. reciprocity records. This report lists states that share reciprocal agreements for state unemployment insurance.

The report shows both the master state and the reciprocal state set up for reciprocal agreements.

For more information about setting up these agreements, see “SUI Reciprocity Table Maintenance” in this chapter.

Print Procedure

Step 1: At the P/R Master Files Menu (102) choose Option 31, S.U.I. Reciprocity Table Listing. The system displays the standard report request screen with the title “S.U.I. Reciprocity Table Listing.”

Step 2: Optionally change the report date.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Contents

The information in this report comes from the State Unemployment Reciprocity Table file (C3RECP).

A sample report follows.

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RECIPROCITY LIST

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MASTER STATE -----	RECIPROCITY STATE -----
06 CALIFORNIA	32 NEVADA
	41 OREGON
	53 WASHINGTON
32 NEVADA	04 ARIZONA
	06 CALIFORNIA
	08 COLORADO
	35 NEW MEXICO
	49 UTAH
33 NEW HAMPSHIRE	23 MAINE
36 NEW YORK	09 CONNECTICUT
	25 MASSACHUSETTS
	34 NEW JERSEY

401K/125S Deduction Table Maintenance

Access

Menu 102, Option 7

Description

Use this option to define each 401K or 125S employee earnings deduction in the 401K Deductions Master file (C0DEDC). These deductions can be linked to employees or check types during Deduction Master Maintenance.

The system determines the order of deductions applied to an employee's earnings first by priority code. However, the system will take 401K/125S deductions before miscellaneous deductions with the same priority code regardless of deduction number.

An employee's 401k/125s deduction can be set up to automatically create an A/P batch at payroll completion. The system will create an immediate offset to the deduction credit account and will debit the A/P liability account derived with the liability type you specify in P/R Definition Setup. For more information about setting up automatic A/P batch creation, see "About Deduction Based Invoice Generation" in this chapter.

The federal deduction record (state code "00") must be set up before you can set up state, county, or city deduction records.

This option also allows you to set up employer contributions to 401K plans. For employer contributions, the system generates burden liability records in the general ledger for the amounts you define.

For more information about how to set up this table or reasons to choose this table over a miscellaneous deduction table, see "About Deduction Tables" in this chapter.

You can print a list of all deductions set up in this file using the 401K Contribution and 125S Insurance Deduction Master Listing (MCP123).

Procedure

Step 1: At the P/R Master File Menu (102) choose Option 7, 401K and 125S Deduction Table. The system displays the 401(k)/125(s) Deduction Table Maintenance, Deduction Definition screen.

Step 2: At the 401(k)/125(s) Deduction Table Maintenance, Deduction Definition screen, you can add, change, or delete deductions.

To add a 401(k) or 125(s) deduction, in Add mode, type the information according to the Field Descriptions and press Enter.

To change a 401(k) or 125(s) deduction, in Change mode, type the new information over the old and press Enter.

To delete a 401(k) or 125(s) deduction, in Delete mode, select the deduction you want to delete and press Enter. Press F11 to confirm the deletion.

To access the 401(k)/125(s) Deduction Table Maintenance, Additional Flags screen, press F14.

Step 3: At the 401(k)/125(s) Deduction Table Maintenance, Additional Flags screen, add additional control flags as necessary and press Enter. The system returns to the 401(k)/125(s) Deduction Table Maintenance, Deduction Definition screen.

Step 4: To return to the menu, press F3.

401K/125S Deduction Table Maintenance, Deduction Definition Screen

The system displays this screen when you select 401K and 125S Deduction Table at the P/R Master Files Menu.

Use this screen to add, change, or delete 401(k)/125(s) deduction records.

MCP923 401(k)/125(s) DEDUCTION TABLE MAINTENANCE CHG

Options Help

Deduction Definition

Deduction number: 500 State: 0 County: 0 City: 0

Contribution by: ☐ Employee ☐ Employer ☒ Both

Deduction description: EMPLOYER/EMPLOYEE 401K

Priority code: 9 (1-9, 9 is taken first) ☒ Valid For All Check Types

Payment Vendor: CCCFC

Check to take this deduction PRIOR to tax deductions:

☒ F.I.T. ☐ F.I.C.A. ☐ F.U.I. ☐ County ☐ City

☒ S.I.T. ☐ S.D.I. ☐ S.U.I.

Enter=OK F3=Exit F4=List F9=Add F10=Change F11=Delete F12=Cancel

Field Descriptions

DEDUCTION NUMBER - Required. Maximum 3 digits. Type the unique user-defined number to identify the deduction record you are adding, changing, or deleting. The deduction number determines the order of withholding among the deductions in each priority level. See the Priority field described below.

STATE - Optional. Required if deduction is exempt from state taxes. Maximum 2 digits. Type the code of the state in which the deduction is tax exempt.

Note: Use state code "00" for the federal record.

COUNTY - Optional. Required if deduction is exempt from county taxes. Maximum 3 digits. Type the code of the county in which the deduction is tax exempt.

CITY - Optional. Required if the deduction is exempt from city taxes. Maximum 4 digits. Type the code of the city in which the deduction is tax exempt.

CONTRIBUTION BY - Required. If the record you are maintaining is an employee earnings deduction, select Employee ("E"). If the record is an

employer contribution, select Employer (“E”). If the record is both an employee deduction and an employer contribution, select Both (blank).

DEDUCTION DESCRIPTION - Optional. Maximum 40 characters. Type the description of the deduction in this field. The system prints the first 10 characters of this description on Payroll reports and check stubs to identify the deduction.

PRIORITY CODE - Required. Maximum 1 digit. Type a number from 1 to 9 in this field to set the priority of the deduction you are defining.

Note: For deductions applied to an employee's earnings, deductions with the *highest* number in the Priority Code field are taken first. The system then takes deductions in numeric order (101, 102, etc.) within each priority level. However, the system will take 401K/125S deductions before miscellaneous deductions with the same priority code regardless of deduction number.

VALID FOR ALL CHECK TYPES - Optional. To indicate that the deduction can apply to all check types, check the box (“Y”). To indicate the deduction applies to regular payroll checks only, leave blank. Information only.

PAYMENT VENDOR - Optional. Maximum 5 characters. Type the valid vendor code to which the deduction will be paid. The system verifies the code against the Vendor Master file.

A deduction setup to be paid to a vendor will create an A/P batch at payroll completion. For more information, see “About Deduction Based Invoice Generation” in this chapter.

F.I.T. - Optional. If the deduction you are maintaining is exempt from federal income tax, check the box (“Y”).

F.I.C.A. - If the deduction you are maintaining is exempt from federal insurance contribution (Social Security) tax, check the box (“Y”).

F.U.I. - If the deduction you are maintaining is exempt from federal unemployment insurance tax, check the box (“Y”).

S.I.T. - If the deduction you are maintaining is exempt from state income tax, check the box (“Y”).

S.D.I. - If the deduction you are maintaining is exempt from state disability insurance tax, check the box (“Y”).

S.U.I. - If the deduction you are maintaining is exempt from state unemployment insurance tax, check the box (“Y”).

CITY - If the deduction is exempt from city taxes, check the box (“Y”).

COUNTY - If the deduction is exempt from county taxes, check the box (“Y”).

Function Key Descriptions

F3 Return to the menu.

F4 Access the Window List for the field the cursor is in.

- F9** Access Add mode.
- F10** Access Change mode.
- F11** Access Delete mode.
- F12** Return to the menu.
- F14** Access 401(k)/125(s) Deduction Table Maintenance, Additional Flags screen.

Note: The fields of this additional screen are provided in anticipation of possible future government requirements and not currently used.

- Enter** Update the 401K/125S Deduction Table with your additions, changes, and deletions.

401(k)/125(s) Deduction Table Maintenance, Additional Flags Screen

The system displays this screen when you press F14 at the 401(k)/125(s) Deduction Table Maintenance, Deduction Definition screen.

The fields of this additional screen are provided in anticipation of possible future government requirements and not currently used.

The screenshot shows a software window titled "MCP923 401(k)/125(s) DEDUCTION TABLE MAINTENANCE - CHG". Inside the window, there is a section titled "Additional Flags".

Fields in the "Additional Flags" section include:

- Deduction number: 100
- State: 0
- County: 0
- City: 0
- Contribution by: Radio buttons for Employee, Employer, and Both. The "Both" button is selected.
- Deduction description: 125S DEPENDENT CARE

Below these fields is a table with two columns: "Control Flag" and "Value (Y)". The table lists 10 flags, all of which are currently empty in the Value column.

Control Flag	Value (Y)
Flag 1	
Flag 2	
Flag 3	
Flag 4	
Flag 5	
Flag 6	
Flag 7	
Flag 8	
Flag 9	
Flag 10	

At the bottom of the window, there are three buttons: "Enter=OK" (with a green checkmark icon), "F3=Exit" (with a red X icon), and "F12=Cancel" (with a red circle and slash icon). There are also navigation arrows at the bottom right.

Function Key Descriptions

F3 Return to the previous screen.

F12 Return to the previous screen

Enter Return to the previous screen.

401K Contribution and 125S Insurance Deduction Master Listing (MCP123)

Access

Menu 102, Option 27

Purpose

Use the 401K Contribution and 125S Insurance Deduction Master Listing (MCP123) to review the deduction records you defined in 401K and 125S Deduction Table Maintenance.

For more information, see “401K and 125S Deduction Table Maintenance” in this chapter.

Print Procedure

Step 1: At the P/R Master Files Menu (102) choose Option 27, 401K and 125S Deduction Table Listing. The system displays the standard report request screen with the title "401K/125S Deduction Table Listing."

Step 2: Optionally change the report date.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Contents

The information in this report comes from the 401K Deductions Master file (C0DEDC).

Note: The Misc Codes fields are provided in anticipation of possible future government requirements and not currently used.

A sample report follows this description.

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401K CONTRIBUTION AND 125S INSURANCE DEDUCTION MASTER LISTING

12/29/98 PAGE 1

[illegible]

Pay Code Table Maintenance

Access

Menu 102, Option 8

Description

Use this option to maintain the Pay Code table (AHPCOD). The Pay Code table defines lump sum payments, such as bonuses, vehicle allowances or employee subsistence. Pay codes identify distributions in Time Entry. You can link these pay codes to jobs and to employees during Time Entry.

If you set up a lump sum as non-taxable, whenever you use the pay code during time entry, the system will charge the labor to subsistence costs.

You can set up the Financial Posting Table to detail posting for Taxable (PL) and Non-taxable (PN) Lump Sums using pay codes. If there is no record for PL and PN transaction codes in the Financial Posting Table, an error will occur in the Batch Edit. For more information on setting up the FPT, see the *General Ledger Reference Manual*.

Procedure

- Step 1:** At the P/R Master Files Menu (102), choose Option 8, Pay Codes. The system displays the Pay Code Table Maintenance screen.
- Step 2:** At the Pay Code Table Maintenance screen, you can add, change, or delete pay code records.
- To add a pay code**, at the next available line, type the information according to the Field Descriptions and press Enter.
- To change the information associated with a pay code number**, select the information you want to change and type the new information over the old.
- To delete a pay code**, select the record and press Delete (“D”).
- Step 3:** To return to the menu, press F3.

Pay Code Table Maintenance Screen

The system displays this screen when you select Pay Codes at the P/R Master Files Menu.

Use this screen to add, maintain, and delete pay codes.

Pay Code	Description	Y= Taxable	Box on W-2
100	Lump Sum	Y	
200	Non Taxable		

0001 End of list. No more to display.

Field Descriptions

ACTION BUTTON - Optional. To delete a pay code record, select the record and press Delete (“D”).

PAY CODE - Required to add a pay code, display only for existing pay codes. Maximum 3 digits. To add a pay code, type the code. To change a code, delete the old code and add the new one.

Pay codes can also be used in W2 Processing. For more information, see the annual *W2 Processing User Reference Guide*.

If you detail your Financial Posting Table with pay codes and you add or delete a pay code, be sure to check the FPT to make certain the records correctly reflect the changes you have made. For more information, see the *General Ledger Reference Manual*.

DESCRIPTION - Optional. Maximum 30 characters. To identify the lump sum distribution the code represents, type a brief description.

Y=TAXABLE - Optional. Maximum 1 character. If this pay code is taxable income, type “Y.” If the distribution is not taxable, leave this field blank. Pay codes without the taxable flag will always be subsistence costs.

This flag tells the system which transaction code to use in the Financial Posting Table. If the Pay Code is taxable, the system uses the PL transaction code. If the Pay Code is non-taxable, the system uses the PN transaction code.

BOX ON W-2 - Optional. Maximum 2 digits. To indicate the box on the W-2 form to which this distribution applies, type the W-2 box number. This field is information only.

For more information about how pay codes are used for W-2 processing information, see the annual *W2 Processing User Reference Guide*.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the menu.

Enter Save the information.

Roll Display additional records not shown.

Crew Master Maintenance

Access

Menu 102, Option 9

Description

Use this option to maintain codes in the Crew Master File (AWCREW). Crew codes can be used to link employees to a crew during Personnel Maintenance.

Any employee set up with a crew code must also exist as a foreman in the Labor Master File (AGLBMS).

You can also associate user-defined codes with each crew master record. The labels for these fields are defined in System Services Definition Setup. You must define the labels before they will display in this file. The information you enter in these fields can be used to sort information on reports generated through a Job Cost report. For more information on setting up these codes, see “About Crew Tracking” in Chapter 2.

You can also print a report of the Crew Master File using the Crew Master Listing (MCP009).

Procedure

Step 1: At the P/R Master Files Menu (102), choose Option 9, Crew Master. The system displays the Crew Master File Maintenance screen.

Step 2: At the Crew Master File Maintenance screen, you can add, maintain or delete crew codes as necessary.

To add a code, type the information according to the Field Descriptions and press Enter.

To maintain crew information, select the information you want to change and type the new over the old.

To delete a code, select the code you want and press Delete (“D”).

To add user-defined codes associated with a crew master record, select the record and press Fetch (“F”). The system displays the Crew Master File Maintenance, User-Defined Fields screen.

Step 3: At the Crew Master File Maintenance, User-Defined Fields screen, add, change or delete information associated with the user defined codes.

To add a user defined code, type the information according to the Field Descriptions and press Enter.

To maintain a user defined code, select the information you want to change and type the new over the old.

To delete a user defined code, select the information you want and press the Delete key.

To return to the previous screen, press F12.

Step 4: To return to the menu, press F3.

Crew Master File Maintenance Screen

The system displays this screen when you select Crew Master at the P/R Master Files Menu.

Use this screen to add, maintain, and delete crew codes.

Crw Cod	Empl. Code	Crw Typ	Description	Fax Number
1	00001	GCT	Jon Porter's Crew- For Trinity Job Only.	1 800 234-5678

Field Descriptions

ACTION BUTTON - Optional. To delete a crew code, select the record and press Delete ("D").

To access the user-defined fields associated with this crew, select the record and press Fetch ("F").

CREW CODE - Required for adding a code, display only for existing codes. Maximum 3 digits. Type the code to be used to identify the crew.

EMPLOYEE CODE - Required. Maximum 5 characters. Type the employee code for the foreman of this crew. This employee must be defined as a foreman in the Labor Master File.

If Employee code is numeric only, then this field becomes Maximum 5 digits.

CRW TYP (Crew Type) - Optional. Maximum 3 characters. Type the valid crew type associated with the crew. The system validates the code against the Crew Type File.

DESCRIPTION - Required. Maximum 40 characters. Type a description of the crew. When you use this crew code in the labor master file, the description displays to the right of the code.

FAX NUMBER - Optional. Maximum 18 digits. Type the Fax number for the crew location. This field is information only.

Function Key Descriptions

- F3** Return to the menu without saving the information.
- F4** Access the Window List for the field the cursor is in.
- F12** Return to the menu.
- Enter** Save the information.

Crew Master File Maintenance, User Defined Fields Screen

The system displays this screen when you select a crew record and press Fetch (“F”) at the Crew Master File Maintenance screen.

Use this screen to maintain user defined codes associated with the crew master record. These fields can be later used to sort information on crew reports in Job Cost.

Field Descriptions

(User Defined Field 1) - Optional. Maximum 1 character. Type the appropriate information to associate with the crew.

(User Defined Field 2) - Optional. Maximum 1 character. Type the appropriate information to associate with the crew.

(User Defined Field 3) - Optional. Maximum 3 characters. Type the appropriate information to associate with the crew.

(User Defined Field 4) - Optional. Maximum 3 characters. Type the appropriate information to associate with the crew.

(User Defined Field 5) - Optional. Maximum 3 characters. Type the appropriate information to associate with the crew.

(User Defined Field 6) - Optional. Maximum 3 characters. Type the appropriate information to associate with the crew.

(User Defined Field 7) - Optional. Maximum 5 characters. Type the appropriate information to associate with the crew.

(User Defined Field 8) - Optional. Maximum 5 characters. Type the appropriate information to associate with the crew.

Field Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

Enter Save the information.

Crew Master Listing (MCP009)

Access

Menu 102, Option 29

Purpose

Use the optional Crew Master Listing (MCP009) to review crew information. The system prints all records set up in the Crew Master.

This report sorts by crew code.

For more information, see “Crew Master Maintenance” in this chapter.

Print Procedure

- Step 1:** At the P/R Master Files Menu (102), choose Option 29, Crew Master. The system displays the standard report request screen with the title “Crew Master Listing.”
- Step 2:** Optionally change the report date.
To submit the report to print, press F6.
- Step 3:** To return to the menu without submitting the report, press F3.

Contents

The information on this report comes from the Crew Master File (AWCREW).

A sample report follows this description.

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CREW MASTER LISTING

CREW CODE	EMPLOYEE CODE	CREW TYPE	DESCRIPTION	FAX NUMBER
101	10004	ELC	Jon Noonon's Crew	510 938 0112
400	14003	ELC	Evening Crew at Westington	201 134 5464
700	14003	ALT	Electrical	925 932 8617
701	00025	ALT	Sarah Harrison's Crew	
702	10004	ELC	Concrete Crew	
703	00110		Swing Shift at Mission	925 927 9912

*** END OF REPORT ***

Allocation Table 1 Maintenance

Access

Menu 145, Option 1

Description

Use this option to set up costs that you want the system to distribute among jobs in the Payroll And Accounts Payable Allocation Table I file (T1ALOC). Each record you set up in this table allocates the costs of one job and one cost code only. The system will allow up to 99 tables and recognizes each according to the unique employee code, job-in and cost code header.

To use this function, you must define your P/R Application to support cost allocation processing in P/R Definition Setup. If you do not choose allocation processing, the system ignores any allocation you define here.

The P/R Application provides two tables in which you can maintain allocation routines for distributing the payroll costs of one job/cost code among several other jobs/cost codes. Use this option to set up and maintain P/R Allocation Table 1.

In Allocation Table 2, you can reallocate the amounts that result from the Table 1 allocation, that is, produce a second-level allocation. You also use Table 2 when you want more than one job-in number to share the same allocation routine. For more information, see “Allocation Table 2 Maintenance” in this chapter.

Note: The system uses the same file to store Payroll and Accounts Payable allocation information. Therefore, if you define an allocation in A/P for a job and cost code, then enter time for the same job and cost code in Payroll, the system will allocate the Payroll costs according to the A/P allocation record. Be careful to use different cost codes for A/P and P/R purposes.

You can print a listing of all allocation tables set up in this file using Allocation Table List 1 (MCA100).

Procedure

Step 1: At the P/R Allocation Menu (145) choose Option 1, Allocation Table 1. The system displays the Allocation Table 1 Maintenance screen.

Step 2: At the Allocation Table 1 Maintenance screen, you can add, maintain, or delete cost allocation routines in P/R Allocation Table 1.

To add an allocation table, in Add mode, type the information according to the Field Descriptions and press Enter.

To maintain allocation information, in Change mode, select the information you want to change and type the new over the old.

To delete a line item, select the line you want to delete and press Delete (“D”).

To delete an entire allocation table, in Delete mode, select the record you want to delete and press Enter. Press F11 to confirm the deletion.

Step 3: To return to the menu, press F3.

The system displays this screen when you select Allocation Table 1 at the P/R Allocation Menu.

[illegible]

EMPLOYEE - Optional. Maximum 5 characters. If the allocation table is unique to an employee, type the employee code. The system verifies your entry against the Labor Master file.

JOB IN - Required. Maximum 6 digits. To add a record, type the job number from which costs will be allocated. The number you enter must be a valid job number in the Job Master file.

(Cost Code) - Required. Variable length digits. Type the cost code to which the costs being allocated belong. The structure and label of the cost code field are user-defined in the System Definition Setup file.

LINK - Optional. Maximum 5 digits. To link a split/allocation percentage to an

allocation table in Table 2, type the link number. If you enter a Job Out and Cost Code for this line, leave blank.

Note: You must define links in Allocation Table 2 before you can enter them in Table 1. A link number identifies the Table 2 allocation to use for further splits. You can use the same link number for multiple entries in Table 1.

SPLIT/ALLOC. % (Split/Allocation Percentage) - Required. Maximum 5 digits, 2 decimals. Type the percentage you want the system to use in allocating costs. This percentage of the job costs will go to the job out/cost code you define for this line. If you link this line to a Table 2, this percentage of the job costs will go to the specified link for further allocation.

The split/allocation percentages you enter at this screen must total 100% of the Job/cost code item.

JOB OUT - Optional. Maximum 6 digits. To specify a job to which the percentage of the Job In costs will be charged, type the job number. If you enter a link for this line, leave blank.

(Cost Code) - Optional. Variable length digits. To specify a cost code to which the percentage of the Job In costs will be charged, type the cost code. If you enter a link for this line, leave blank.

TOTAL % - Display only. This field displays the total Split/Allocation % for each unique job-in/cost code record.

Function Key Descriptions

- F3** Return to the menu.
- F9** Access Add mode.
- F10** Access Change mode.
- F11** Access Delete mode.
- Enter** Save the information.
- Roll** Access additional records not displayed.

Allocation Table 1 List (MCA100)

Access

Menu 145, Option 21

Purpose

Use the Allocation Table 1 List (MCA100) report to review information in Allocation Table 1.

For more information, see “Allocation Table 1 Maintenance” preceding this task.

Print Procedure

Step 1: At the P/R Allocation Menu (145) choose Option 21, Allocation Table 1 Listing. The system displays the standard report request screen with the title “P/R Allocation Table 1 Listing.”

Step 2: Optionally change the report date.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Contents

The information in this report comes from the Payroll And Accounts Payable Allocation Table I (T1ALOC). The report lists the allocation percentages for each “Job In” and cost code in the table, and the job out and associated cost code. When there is a link code, the link code is also printed.

A sample report follows this description.

EMP	JOB IN	Ct Tk Sbt	LINK	SPLIT %	JOB OUT	Ct Tk Sbt	
00000	222100	01 001 0001		50.00	222009	25 001 0001	=====
				50.00	222000	01 004 0000	=====
		TOTAL %--->		100.00			=====
00000	222100	01 300 0001		100.00	222100	01 254 0000	=====
		TOTAL %--->		100.00			=====
00001	222033	01 231 0000		50.00	222000	01 150 0000	=====
				50.00	222001	01 800 0001	=====
		TOTAL %--->		100.00			=====
00002	222100	01 300 0001		50.00	222000	01 150 0000	=====
				50.00	222001	01 800 0001	=====
		TOTAL %--->		100.00			=====

Allocation Table 2 Maintenance

Access

Menu 145, Option 2

Description

Use this option to set up costs that you want the system to distribute among jobs in the Payroll And Accounts Payable Allocation Table II (T2ALOC). The link code you define can be used to assign Table 1 allocation percentages to this allocation record. The percentage that you assign to this link in Table 1 will be used to further split the costs with the Table 2 allocations. For more information about setting up Table 1, see “Allocation Table 1 Maintenance” in this chapter.

To use this function, you must define your P/R Application to support cost allocation processing in P/R Definition Setup. If you do not choose allocation processing, the system ignores any allocation you define here.

For each link allocation, the percentage allocated must equal 100%.

Note: The system uses the same file to store Payroll and Accounts Payable allocation information. Therefore, if you allocate a job and cost code in A/P, then enter time for the same job and cost code in Payroll, the system uses the A/P allocation split to allocate the Payroll costs.

You can print the allocation tables you set up using Allocation Table 2 List (MCA101).

Procedure

Step 1: At the P/R Allocation Menu (145) choose Option 2, Allocation Table 2. The system displays the Allocation Table 2 Maintenance screen.

Step 2: At the Allocation Table 1 Maintenance screen, you can add, maintain, or delete cost allocation routines in P/R Allocation Table 1.

To add an allocation table, in Add mode, type the information according to the Field Descriptions and press Enter.

To maintain allocation information, in Change mode, select the information you want to change and type the new over the old.

To delete a line item, select the line you want to delete and press Delete (“D”).

To delete an entire allocation table, in Delete mode, select the record you want to delete and press Enter. Press F11 to confirm the deletion.

Step 3: To return to the menu, press F3.

The system displays this screen when you select Allocation Table 2 at the P/R Allocation Menu.

MCA991 ALLOCATION TABLE 2 MAINTENANCE CHG

Help

Link: Description:

Delete

Job out	Ct	Tk	Sbt	Split/Alloc %
222030	14	2	13	50.00
222040	14	3		50.00
				.00
				.00
				.00
				.00
				.00
				.00
				.00
				.00
				.00
				.00
				.00
				.00
Total %				100.00

Enter=OK F3=Exit F4=_List F9=_Add F10=Change F11=_Delete F12=_Cancel

LINK - Required. Maximum 5 digits. To add a record, type a user-defined link number to identify the allocation record.

DESCRIPTION - Required in Add mode. Maximum 40 characters. Type the description for the allocation link.

JOB OUT - Required. Maximum 6 digits. To specify a job to which the percentage of the link costs will be charged, type the job number.

SPLIT/ALLOC % (Split/Allocation Percentage) - Required. Maximum 5 digits, 2 decimals. Type the percentage you want the system to use in allocating costs to the job out and cost code on this line.

Payroll

TOTAL % - Display only. This field displays the total Split/Allocation % for the allocation.

Function Key Descriptions

F3 Return to the menu.

F9 Access Add mode.

F10 Access Change mode.

F11 Access Delete mode.

Enter Save the information.

Roll Access additional items not displayed.

Allocation Table 2 List (MCA101)

Access

Menu 145, Option 22

Purpose

Use the optional Allocation Table 2 List (MCA101) report to review the information in Allocation Table 2.

For more information on the tables from this listing, see “Allocation Table 2 Maintenance” preceding this task.

Print Procedure

Step 1: At the P/R Allocation Menu (145) choose Option 22, Allocation Table 2 Listing. The system displays the standard report request screen with the title “P/R Allocation Table 2 Listing.”

Step 2: Optionally change the report date.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Contents

The information in this report comes from the Payroll And Accounts Payable Allocation Table II (T2ALOC). The report provides the link description, the job out, the associated cost code, and the allocation percentage.

A sample report follows this description.

ALLOCATION TABLE 2 LIST

LINK	DESCRIPTION	JOB OUT	Ct Tk Sdt	SPLIT %
10000	SPLIT LABOR COSTS	222030	14 002 0013	50.00
		222040	14 003 0000	50.00
		TOTAL % --->		100.00
20000	SPLIT BURDEN COSTS	222030	14 002 0013	50.00
		222040	14 003 0000	50.00
		TOTAL % --->		100.00

Union Master Maintenance

Access

Menu 103, Option 1

Description

Use this option to maintain records in the Union Master file (A0UNIN). Use this file to set up the employees' union deductions and employer union burden. The amounts defined in this file are totaled by the system and placed in the accounts that you specify in the Financial Posting Table. For more information on the journaling accounts, see the *General Ledger Reference Manual*.

If you need to set up additional union deductions that meet requirements that cannot be met using this file, you can set up miscellaneous deductions as union deductions. For more information, see "Deduction Table Maintenance" in this chapter.

Because the system requires a union number on time records, at least one Union Master record is required even for non-union employees.

If you indicate to print union audit reports in Payroll Definition Setup, the system will automatically print the Union Maintenance Log (MCG903) whenever you add, change or delete a Union Master record.

You can print a listing of all unions using the Union Master Listing (MCG162).

Procedure

Step 1: From the P/R Union and Wage Menu (103) choose Option 1, Union Master. The system displays the Union Master Maintenance, Employee Deductions screen.

Step 2: At the Union Master Maintenance, Employee Deductions screen, you can add, change, or delete a union master record.

To add a record, in Add mode, type the information according to the Field Descriptions and press Enter. The system displays the Union Master Maintenance, Fringes screen.

To maintain a record, in Change mode, select the information you want to change, type the new over the old and press Enter. The system displays the Union Master Maintenance, Fringes screen.

To delete a record, in Delete mode, select the union record you want to delete and press F11.

To return to the menu without saving or deleting the information, press F12.

Step 3: At the Union Master Maintenance, Fringes screen, add or maintain additional information according to the Field Descriptions and press Enter.

To return to the previous screen, press F12.

Step 4: To return to the menu, press F3.

Union Master Maintenance, Employee Deductions Screen

The system displays this screen when you select Union Master at the P/R Union and Wage Menu.

Use this screen to maintain the amounts, rates, and rules for calculating employee deductions.

Help

EMPLOYEE DEDUCTIONS

Union number Sub-union Union name
 Skill level Craft code

Item	\$/hour	Rule	%/gross	Rule	Monthly limit
Vacation in	<input type="text"/> .000	<input type="text"/>	<input type="text"/> .000	<input type="text"/>	<input type="text"/> .00
Vacation out	<input type="text"/> .000	<input type="text"/>	<input type="text"/> .000	<input type="text"/>	<input type="text"/> .00
Union dues	<input type="text"/> .000	<input type="text"/>	<input type="text"/> .000	<input type="text"/>	<input type="text"/> .00
Initiation	<input type="text"/> .000	<input type="text"/>	<input type="text"/> .000	<input type="text"/>	<input type="text"/> .00
Misc. deduction	<input type="text"/> .000	<input type="text"/>	<input type="text"/> .000	<input type="text"/>	<input type="text"/> .00

Enter=OK F3=Exit F4=List F9=Add F10=Change F11=Delete F12=Cancel

Field Descriptions

UNION NUMBER - Required. Maximum 4 digits. To add a record, type the user-defined number of the union.

To maintain or delete a record, type the unique union and sub-union numbers that identify the record.

SUB-UNION - Optional. Maximum 1 character. If the union has sub-unions, or if you want to identify subcategories within a union, type a one-character sub-union code in this field.

UNION NAME - Optional. Maximum 30 characters. In Add mode, type the name of the union or sub-union. In Change mode, select the name and type the new information over the old.

SKILL LEVEL - Optional. Defaults to "J." Maximum 1 character. For each union record, you can specify the skill level of the employees in that union by typing a skill level code. The system validates this code against the Skill Level Code file.

The valid predefined skill level codes are:

A - Apprentice

J - Journey Worker

T - Trainee

Ethnic Reports sorted by Union subtotal by skill level.

CRAFT CODE - Optional. Maximum 1 character. For each union record, you can specify the user-defined trade or craft of the employees in that union by typing a craft code. The system validates this code against the Craft Code file.

ITEM - For each deduction item, you can specify deduction amounts for any employee who belongs to this union.

Items for deduction are:

Vacation-In

Vacation-Out

Union Dues

Initiation - If initiation is a *one time* deduction, use the deduction table and the deduction master instead.

Miscellaneous Deduction

\$/HOUR (Amount Per Hour) - Optional. Maximum 5 digits, 3 decimals. To base calculation of an item on a specific amount per hour, type the amount beside the item. The system multiplies this amount by the number of hours worked.

RULE - Required when you specify an amount per hour. Maximum 1 digit. Type the deduction rule you want the system to apply when calculating the amount per hour. The system validates the number against the Union Deduction Rules Table. Valid rules are:

1 = All hours worked - The system multiplies the specific amount by the total number of hours worked (straight-time and overtime).

2 = All hours, factored overtime - The system multiplies overtime hours by the applicable overtime factor (1.5 for overtime, 2 for premium, etc.); adds the result to the straight time hours; and multiplies the specific amount per hour for the sum.

3 = All hours, double overtime - The system multiplies the total number of the overtime hours by two; adds the result to the straight time hours; and multiplies the specific amount per hour for the sum.

4 = Straight time hours only - The system applies the specified amount per hour to the total number of straight-time hours.

%/GROSS - Optional. Maximum 5 digits, 3 decimals. To base calculation of an item on a percent of gross earnings, type the percent. The system multiplies the gross earnings by this percentage to find the amount.

RULE - Required when you specify a percent of gross. Maximum 1 digit. Type the percent of gross rule you want the system to apply when calculating an item

based on percent of gross earnings. The system validates the number against the Percent of Gross Rules Table. Valid rules are:

1 = percent of gross pay - The system multiplies the specified percentage for the total actual gross wages, including straight time, overtime, and lump sum.

2 = percent of straight-time equivalent - The system multiplies the total actual hours by the straight time pay rate and calculates fringe/burden as a percent of the result.

MONTHLY LIMIT - Optional. Maximum 7 digits, 2 decimals. To specify a monthly earnings limit, type the amount. The system does not continue to calculate either amount per hour or percent of gross once it reaches this limit in any payroll month.

Function Key Descriptions

- F3** Return to the menu without saving the information.
- F4** Access the Window List for the field the cursor is in.
- F9** Access Add mode.
- F10** Access Change mode.
- F11** Access Delete mode.
- F12** Return to the menu without saving the information.
- Enter** Save the information and access the next screen.

Union Master Maintenance, Fringes Screen

The system displays this screen when you press Enter at the Union Master Maintenance, Employee Deductions screen.

Use this screen to maintain the information on employer fringe burden.

UNION MASTER MAINTENANCE - FRINGES

Union number 100 Sub-union Union name CARPENTER'S UNION
 Skill level J Journey Worker Craft code

Item	\$/hr or %/gr	Min. hours	Max. hours	Rule
Health	3.650	.00	.00	1
Pension	2.620	.00	.00	1
Life Insurance	.212	.00	.00	1
Vision Plan	.090	.00	.00	1
Misc. Fringe 3	.000	.00	.00	
Misc. Fringe 4	.000	.00	.00	
Misc. Fringe 5	.000	.00	.00	
Misc. Fringe 6	.000	.00	.00	
Misc. Fringe 7	.000	.00	.00	
Misc. Fringe 8	.000	.00	.00	
Misc. Fringe 9	.000	.00	.00	
Misc. Fringe 10	.000	.00	.00	
Misc. Fringe 11	.000	.00	.00	
Misc. Fringe 12	.000	.00	.00	
Misc. Fringe 13	.000	.00	.00	

Fringe %/gross Rule ☐ Flat fringe(%/grs) .000 Flat burden(%/grs) .0

Enter=OK F3=Exit F4=List F12=Cancel

Field Descriptions

ITEM - For each deduction item, you can specify deduction amounts for any employee who belongs to this union.

Items for deduction are:

Health

Pension

Misc. 1 through Misc. 13

\$/HR or %/GR (Amount per hour or Percent of gross) - Optional. Maximum 5 digits, 3 decimals. To specify an amount per hour worked, type the amount. To specify a percentage of gross earnings, type the percentage.

The system recognizes which calculation you are using based on the union rule, below.

MIN HOURS (Minimum Hours or Minimum Gross Amount) - Optional.

Maximum 5 digits, 2 decimals. For amount per hour, type the minimum hours the system will use in calculating this amount. For percent of gross, type the minimum gross amount the system will use in calculating this amount.

MAX HOURS - (Maximum Hours or Maximum Gross Amount) Optional.

Maximum 5 digits, 2 decimals. For amount per hour, type the maximum hours the system will use in calculating this amount. For percent of gross, type the maximum gross amount the system will use in calculating this amount.

RULE (Union rule) - Required when you specify an amount per hour or a percent of gross calculation. Maximum 1 digit. To indicate way the system will calculate burden, type the union rule code.

If you are using amount per hour for this deduction, use union rules 1-6.

If you are using percent of gross for this deduction, use union rules 7-8.

The system validates the code against the Union Rules Table.

For Amount per Hour Calculations:

1 = All hours worked (actual gross wages) - The system multiplies the total number of hours worked (straight-time and overtime) by the amount per hour.

2 = All hours, factored overtime - The system multiplies overtime hours by the applicable overtime factor (1.5 for overtime, 2 for premium, etc.); adds the result to the straight time hours; and multiplies the amount per hour by the sum.

3 = All hours, double overtime - The system multiplies the total number of the overtime hours by two; adds the result to the straight time hours; and multiplies the specific amount per hour for the sum.

4 = Straight time hours only - The system applies the amount per hour to the total number of straight-time hours only.

5 = Time-and-a-half hours only - The system applies the amount per hour to time-and-a-half hours only.

6 = Double-time hours only - The system applies the amount per hour to double time hours only.

For Percent of Gross Calculations:

7 = Gross pay - The system multiplies the percentage for the total actual gross wages, including straight time, overtime, and lump sum.

8 = Straight-time equivalent pay - The system multiplies the total actual hours by the straight time pay rate and applies the percentage to the result.

FRINGE %/GROSS RULE - Optional. Maximum 1 digit. To indicate the rule for additional percent of gross on flat fringe and flat burden, type the number. The system calculates Flat Fringe (%/Gross) and Flat Burden (%/Gross) based on this rule. The system validates the number against the Percent of Gross Rules Table. Valid rules are:

1 = Percent of gross pay - The system calculates the fringe/burden as a percentage of gross wages, including straight time, overtime, and lump sum.

2 = Percent of straight-time equivalent - The system multiplies the total hours by the straight time pay rate and calculates fringe/burden as a percent of the

result.

FLAT FRINGE(%/GROSS) - Optional. Maximum 5 digits, 3 decimals. To calculate additional flat fringe, type the percent of gross. The system multiplies the gross earnings by this percentage to find the amount.

FLAT BURDEN(%/GROSS) - Optional. Maximum 3 digits, 1 decimal. To calculate additional burden, type the percent of gross. The system multiplies the gross earnings by this percentage to find the amount. This burden does not appear on union fringe reports, but instead appears on payroll flat burden reports.

Function Key Descriptions

F3 Return to the menu.

F4 Access the Window List for the field the cursor is in.

F12 Return to the previous screen.

Enter Edit the information and return to the Union Master Maintenance, Employee Deductions screen.

Union Maintenance Log (MCG903)

Access

Menu 103, Option 1

Purpose

The Union Maintenance Log (MCG903) prints automatically if you specify the system to do so in Payroll Definition Setup and you maintain the Union Master file. This report prints whenever you add, change or delete a Union record.

This report can be used as an audit trail of the changes you make to the Union Master. For more information, see “Union Master Maintenance” in this chapter.

Print Procedure

- Step 1:** At the P/R Union and Wage Menu (103) choose Option 1, Union Master. The system displays the Union Master Maintenance, Employee Deductions screen.
- Step 2:** At the Union Master Maintenance, Employee Deductions screen, add, maintain or delete records according to the “Union Master Maintenance” task and press Enter. The system automatically produces the maintenance log when you update the records.
- Step 3:** To return to the menu, press F3.

Contents

The information in this report comes from the Union Master file (A0UNIN).

For records that are added, the report displays *****NEW***** at the top of the record. For records that have been changed, the report displays each record as it was before you performed maintenance, and after you performed maintenance. For records that are deleted, the reports displays *****UNION DELETED***** at the end of the record.

Sample reports follow this description.

*****NEW*****
----- AFTER -----

UNION NO.	9	APPR CODE	UNION NAME	CEMENT MASONS APPRENTICE	SKILL LEVEL: A	CRAFT CODE:
ITEM		\$/HR	RUL%/GROSS RUL	LIMIT		
VACATION IN		2.980	1			
VACATION OUT		2.980	1			
UNION DUES						
INITIATION						
MISC DEDUCT						
FRINGE RULE \$/HR						
HEALTH		3.350		1		
PENSION		1.750		1		
Life Insurance		3.000		7		
Vision Plan		.050		1		
Misc. Fringe 3						
Misc. Fringe 4						
Misc. Fringe 5						
Misc. Fringe 6						
Misc. Fringe 7						
Misc. Fringe 8						
Misc. Fringe 9						
Misc. Fringe 10						
Misc. Fringe 11						
Misc. Fringe 12						
Misc. Fringe 13						
RULE FOR FRINGE. %GROSS						
FLAT FRINGE. % GROSS						
FLAT BURDEN. % GROSS						

----- BEFORE -----

UNION NO.	6	APPR CODE	UNION NAME	CEMENT MASONS	SKILL LEVEL: J	CRAFT CODE:
ITEM		\$/HR	RUL%/GROSS RUL	LIMIT		
VACATION IN		3.380	1			
VACATION OUT		3.380	1			
UNION DUES		10.000	1			
INITIATION		10.000	2			
MISC DEDUCT						
FRINGE RULE \$/HR				1.000		
HEALTH		3.650		1		
PENSION		2.620		1		
Life Insurance		.212		1		
Vision Plan		.090		1		
Misc. Fringe 3		.500	10.00	30.00	7	
Misc. Fringe 4		50.000	10.00	30.00	1	
Misc. Fringe 5						
Misc. Fringe 6						
Misc. Fringe 7						
Misc. Fringe 8						
Misc. Fringe 9						
Misc. Fringe 10						
Misc. Fringe 11						
Misc. Fringe 12						
Misc. Fringe 13						
RULE FOR FRINGE. %GROSS						1
FLAT FRINGE. % GROSS						1.000
FLAT BURDEN. % GROSS						2.0

----- AFTER -----

UNION NO.	6	APPR CODE	UNION NAME	CEMENT MASONS	SKILL LEVEL: J	CRAFT CODE:
ITEM		\$/HR	RUL%/GROSS RUL	LIMIT		
VACATION IN		3.380	1			
VACATION OUT		3.380	1			
UNION DUES						
INITIATION						
MISC DEDUCT						
FRINGE RULE \$/HR				1.000		
HEALTH		3.650		1		
PENSION		2.620		1		
Life Insurance		.212		1		
Vision Plan		.090		1		
Misc. Fringe 3						
Misc. Fringe 4						
Misc. Fringe 5						
Misc. Fringe 6						
Misc. Fringe 7						
Misc. Fringe 8						
Misc. Fringe 9						
Misc. Fringe 10						
Misc. Fringe 11						
Misc. Fringe 12						
Misc. Fringe 13						
RULE FOR FRINGE. %GROSS						1
FLAT FRINGE. % GROSS						1.000
FLAT BURDEN. % GROSS						

----- BEFORE -----

UNION NO.	9	APPR CODE	UNION NAME	CEMENT MASONS APPRENTICE	SKILL LEVEL: A	CRAFT CODE:
ITEM		\$/HR	RUL%/GROSS RUL	LIMIT		
VACATION IN		2.980	1			
VACATION OUT		2.980	1			
UNION DUES						
INITIATION						
MISC DEDUCT						
FRINGE RULE \$/HR						
HEALTH		3.350		1		
PENSION		1.750		1		
Life Insurance		3.000		7		
Vision Plan		.050		1		
Misc. Fringe 3						
Misc. Fringe 4						
Misc. Fringe 5						
Misc. Fringe 6						
Misc. Fringe 7						
Misc. Fringe 8						
Misc. Fringe 9						
Misc. Fringe 10						
Misc. Fringe 11						
Misc. Fringe 12						
Misc. Fringe 13						
RULE FOR FRINGE. %GROSS						
FLAT FRINGE. % GROSS						
FLAT BURDEN. % GROSS						

*****UNION DELETED*****

Union Listing (MCG162)

Access

Menu 103, Option 21

Purpose

Use the Union Listing (MCG162) report to review the information you defined in the Union Master file. The system uses the union information to derive employer burden information, as well as employee union deductions.

For more information, see “Union Master Maintenance” in this chapter.

Print Procedure

Step 1: At the P/R Union And Wage Menu (103) choose Option 21, Union Master Listing. The system displays the standard report request screen with the title “Union Table Listing.”

Step 2: Optionally change the report date.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Contents

The information in this report comes from the Union Master file (A0UNIN).

A sample report follows this description.

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UNION LISTING 3/01/99 PAGE 1

FUNCTION	\$/HR	RULE	% OF GROSS	RULE	MO. LIMIT MIN. HRS	MAX. HRS
----------	-------	------	------------	------	--------------------	----------

UNION	6 SUB	CEMENT MASONS	SKILL LEVEL: J	CRAFT CODE:
-------	-------	---------------	----------------	-------------

VACATION-IN-----	3.380	1		
VACATION-OUT-----	3.380	1		
DUES-----	1.000	1		22.00

INITIATION-----

MISCELL. DED.-----

FRINGE H & W -----

FRINGE PENSION----

Life Insurance

Vision Plan

Dental Plan

Annuity

Dependant Care

Misc. Fringe 6

Misc. Fringe 7

Misc. Fringe 8

Misc. Fringe 9

Misc. Fringe 10

Misc. Fringe 11

Misc. Fringe 12

Misc. Fringe 13

FRINGE % OF GROSS-

1.000 1

FLAT BURDEN RATE--

Occupation Code Master Maintenance

Access

Menu 103, Option 2

Description

Use this option to maintain the Occupation Code file (C1OCUP). These codes are used for the Labor Master, the Wage Rate Table, and Payroll Time Entry.

If Billing is installed and you collect billing information from payroll transactions, the occupation code is copied to the Detail Billing Work File (FGBLDL) and can be later used to set up rate and fee schedules. The system uses the first 3 characters for the Employee Class and the last 4 characters as the Labor Grade. For more information, see the *Billing Reference Manual*.

The information in this file is a part of a default scheme for deriving union numbers, wage rates, workers' compensation class and reference, and benefit packages. For more information, see “Default Schemes” in the Appendix.

You can print a listing of all occupation codes in this file using the Occupation Code Master listing (MCG198).

Procedure

Step 1: At the P/R Union and Wage Menu (103) choose Option 2, Occupation Code Master. The system displays the Occupation Code Maintenance screen.

Step 2: At the Occupation Code Maintenance screen, you can add, maintain, or delete occupation codes.

To add an occupation code, at the next available line, type the information according to the Field Descriptions and press Enter.

To maintain occupation code information, select the information you want to change, type the new information over the old, and press Enter.

To delete an occupation code, select the record you want to delete and press Delete (“D”).

Step 3: To return to the menu, press F3.

Occupation Code Maintenance Screen

The system displays this screen when you select Occupation Code Master at the P/R Union and Wage Menu.

Use this screen to set up and maintain occupation code records.

Begin list with

Delete

Occup.	Description	Union	W/C Cls	W/C Ref	Union Rpt. Group
109	equip operator				
154	heavy duty repairman/welder				
241	laborer	100	5506		1
301	carpenter journeyman	100	100		
50	administrative asst				
601	cement journeyman	6	200		
701	piledriver - carpenter				

Enter=OK F3=Exit F4=List F12=Next Employee

0001 End of list. No more to display.

Field Descriptions

BEGIN LIST WITH - Optional. Maximum 7 characters. To begin the list with a specific occupation code, type the code or a portion of the code and press Enter.

ACTION BUTTON - Optional. To delete an occupation code record, select the record and press Delete "D."

OCCUP. (Occupation Code) - Required. Maximum 7 characters. To add a user-defined occupation code, at the next available line, type the code. To change a code, delete the old code and enter the new one.

DESCRIPTION - Required. Maximum 40 characters. To identify the occupation the code represents, type a brief description.

UNION - Optional. Maximum 4 digits union, 1 character sub-union. To identify the union and sub-union for the occupation, type the codes. The system validates these codes against the Union Master file.

W/C CLS REF (Worker's Compensation Class and Reference) - Optional. Maximum 4 digits class, 2 digits reference. To identify the worker's compensation class and reference for the occupation, type the codes. The system validates these codes against the Insurance Table file.

RPT. GRP (Union Report Group) - Optional. Maximum 1 digit. To link an occupation to a report group, type the code. The system validates the code against the Report Group Table.

You can use these codes with a third-party report writer to sort reports.

Function Key Descriptions

- F3** Return to the menu.
- F4** Access the Window List for the field the cursor is in.
- F12** Return to the menu.
- F13** Access the Benefit Package screen.
- Enter** Save the information.
- Roll** Display additional records not shown.

Occupation Code Maintenance (Benefits) Screen

The system displays this screen when you press F13 at the Occupation Code Maintenance screen.

Use this screen to identify benefit packages for occupation codes.

Occup.	Description	Package Benefit
109	equip operator	
154	heavy duty repairman/welder	
241	laborer	
301	carpenter journeyman	
50	administrative asst	
601	cement journeyman	
701	piledriver - carpenter	

Below are only the fields not described on the previous screen.

PACKAGE BENEFITS - Optional. Maximum 5 characters. To identify a benefits package for the occupation code, type the code. The system validates the code against the Benefit Package file.

The code you enter here is a part of the regular default scheme to process employee's benefits. For more information, see "Default Schemes" in the Appendix.

Function Key Descriptions

- F3** Return to the menu.
- F4** Access the Window List for the field the cursor is in.
- F12** Return to the menu.
- F13** Access the Occupation Codes Maintenance screen.
- Enter** Save the information.
- Roll** Display additional records not shown.

Occupation Code Listing (MCG198)

Access

Menu 103, Option 22

Purpose

Use the optional Occupation Code Listing (MCG198) to review information from the Occupation Code Master file. The report displays information that is linked to each occupation code.

For more information, see “Occupation Code Master Maintenance” in this chapter.

Print Procedure

Step 1: At the P/R Union And Wage Menu (103) choose Option 22, Occupation Code Master Listing. The system displays the standard report request screen with the title “Occupation Code Listing.”

Step 2: Optionally change the report date.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Contents

The information in this report comes from the Occupation Code Master file (C1OCUP).

A sample report follows this description.

TrueLine Documentation-Construction		OCCUPATION CODE LISTING				DATE 1/05/99 PAGE 1			
OCCUPATION CODE	DESCRIPTION	UNION	SUB- UNION	REPORT CLASS	W/C CLASS	W/C REF #	BENEFIT PACKAGE		
-----	-----	-----	-----	-----	-----	-----	-----		
109	equip operator	200		2	450		1		
154	heavy duty repairman/welder	300		2	420		1		
241	laborer	400	A	1	550		3		
301	carpenter journeyman	400		1	100		1		
50	administrative asst	100	A	3	900		3		
601	cement journeyman	600		4	200		1		
701	piledriver - carpenter	700		4	250		1		
850	management	100		3	900		2		

About Wage Rates

The system uses wage rate 1 to calculate an employee's pay for regular time. However, if the employee works overtime or premium time, the system will use wage rates 2-5 to calculate the wages. The system uses the overtime code you indicate on the time card for calculating the pay with the correct wage rate.

If no wage rate 2-5 are set up for an employee, the system will display a warning on the time edit. However, the warning will not prevent you from updating a time batch.

The easiest way to add wage rates is using the wage rate table. The wage rate table is a part of a complex default scheme the system uses to find the correct wage rate to calculate pay. The system will allow you to add a wage rate 1 for an occupation code and then the system will automatically calculate and fill the wage rates 2-5 for the occupation code. These are only filled in Add mode. They can be overridden at any time.

Wage Rate Default Scheme

Note: The wage fields described below - **Wage 1** through **Wage 5** - are part of a default scheme through which the system determines wage rates during the Time Entry Batch Edit process. However, if you flag a job for Davis/Bacon prevailing wages, the system uses the greater of 2, 3, or 4, below.

Time Entry Batch Edit Default Scheme for Wage Rate:

1. Rate entered during Time Entry Maintenance
2. Rate entered in this file for the employee
3. Rate specified for the occupation and specific job in the Wage Rate Table
4. Rate specified for the occupation and no specific job in the Wage Rate Table

Wage Rate Methods

The wage rate method specified in P/R Definition Setup allows the system to find the correct wage rate. For method 1, the system uses the first wage rate it finds using the default scheme.

For method 2, if no wage rate is entered during time entry, the system uses the higher rate from either the Labor Master or the Wage Rate Table. This method complies with Davis/Bacon rules. For more information about setting up a Davis/Bacon job, see "About Davis-Bacon Prevailing Wage" in this chapter.

The wage rate method can also be overridden for a specific job. For more information, see the *Job Cost Reference Manual* or "About Davis-Bacon Prevailing Wage" in this chapter.

About Davis-Bacon Prevailing Wage

Prevailing wage is used to pay employees the largest wage rate available for a specific occupation. When you indicate that a job pays prevailing wage, the system will compare wage rates paid for the occupation code from the time record and use the largest to calculate the gross.

Setting Up A Davis/bacon Job

If you have employees working on a job that requires the Davis/Bacon prevailing wage rule, follow these steps:

1. In the Job Master file (A2JBMS), enter a “2” in the “Wage Rate Method” field.
2. Set up a Wage Rate Table record specifically for the job and enter the prevailing wages.

The system will use the largest wage rate on either the Labor Master, Wage Rate Table - Job specific or Wage Rate Table - non specific job.

Note: The system uses a default scheme to find the correct wage rate method. For more information, see “Default Schemes” in the Appendix.

Wage Rate File Maintenance

Access

Menu 103, Option 3

Description

Use this option to set up and maintain wage rate records in the Wage Rate file (B1WAGE). For each occupation with a non-specific job, you can maintain wage rates 1-5. For each occupation within each job, wage rates 1-5 can also be maintained.

During time entry, the system uses wage rate 1 for the straight time hourly rate. Wage rates 2 through 5 are user-defined for overtime. The system calculates the overtime hours worked times the amounts in the wage rate 2 - 5 fields, depending upon the code you enter for the overtime. The wage code defines which wage rate the system will use in calculating overtime. If you enter overtime hours at Time Entry and do not enter a wage rate code, the system defaults to wage rate 2.

The easiest way to add wage rates is using the wage rate table. The wage rate table is a part of a complex default scheme the system uses to find the correct wage rate to calculate pay. The system will allow you to add a wage rate 1 for an occupation code and then the system will automatically calculate and fill the wage rates 2-5 for the occupation code. These are only filled in Add mode. They can be overridden at any time.

If no wage rate is entered during time entry, the system uses a complex default scheme to find correct wage rates when processing payroll cycles. For more information, see “Default Schemes” in the Appendix.

Wage rate methods affect which wage rate in the default scheme the system will use for payroll processing. The default wage rate method is defined during P/R Definition Setup. For more information about wage rate methods, see “About Wage Rates” in this chapter.

If necessary, the system can find the prevailing wage. However, the system must be set up so that it knows a job falls under the Davis-Bacon rules. For more information about setting up a prevailing wage job, see “About Davis-Bacon Prevailing Wage” in this chapter.

You can print a listing of the information in the Wage Rate file using the Wage Rate Listing (MCG186).

Procedure

Step 1: At the P/R Union and Wage Menu (103) choose Option 3, Wage Rate Table. The system displays the Wage Rate File Maintenance screen.

Step 2: At the Wage Rate File Maintenance screen, you can add, maintain, or delete standard and job-specific wage rate records.

To add a record, in Add mode, type the information according to the Field

Descriptions and press Enter.

To maintain a record, in Change mode, select the information you want to change, type the new over the old and press Enter.

To delete a single record, select the record you want and press Delete (“D”).

To delete all records for a specific job, in Delete mode, select the job for which you want to delete records and press Enter. Press F11 to confirm the deletion.


To cancel the deletion, press F12.

Step 3: To return to the menu, press F3.

Wage Rate File Maintenance Screen


The system displays this screen when you select Wage Rate Table at the P/R Union and Wage Menu.

Use this screen to add, change, or delete standard and job-specific wage rate records.


MCP912

WAGE RATE FILE MAINTENANCE

CHG




Help


Job number


Begin list with occupation code


Delete


Occ cde	Wage 1	Wage 2	Wage 3	Wage 4	Wage 5	Union/ Sub-Union	Benefit Package



Enter=OK



F3=Exit




F4=List


F9=Add


F10=Change


F11=Delete


F12=Cancel

Field Descriptions

JOB NUMBER - Optional. Maximum 6 digits. To add wage records to a job, in Add mode, type the job number. To maintain wage rates defined for a job, in Change mode, type the job number. To delete all records for a job, in Delete mode, type the job number.

To add or change standard wage rates, leave this field blank.

BEGIN LIST WITH OCCUPATION CODE - Optional. Displays only in Change mode. To begin the list of current records with a specific occupation code, type the code and press Enter.

ACTION BUTTON - Optional. Displays only in Change mode. To delete a single wage record, select the record and press Delete (“D”).

OCC CDE (Occupation Code) - Required in Add mode, display only in Change mode. Maximum 7 characters. To add a record, type the valid occupation code for the wage record. The system validates the code against the Occupation Code file.

WAGE 1 - Optional. Maximum 7 digits, 4 decimals. Type the hourly amount for straight time wages.

If you are in Add mode and you add a wage rate 1, the system will automatically calculate and fill wage rates 2-5 using the factors you specify in P/R Definition Setup.

For more information, see “About Wage Rates” in this chapter.

WAGE 2 - Optional. Maximum 7 digits, 4 decimals. Type the hourly overtime amount. The system uses this rate in calculating wages on overtime hours with a wage rate code of 2.

If you don't specify an overtime rate during time entry, the system defaults to this wage rate.

WAGE 3 - Optional. Maximum 7 digits, 4 decimals. Type the hourly wage rate 3 amount. The system uses this rate in calculating wages on overtime hours with a wage rate code of 3.

WAGE 4 - Optional. Maximum 7 digits, 4 decimals. Type the hourly wage rate 4 amount. The system uses this rate in calculating wages on overtime hours with a wage rate code of 4.

WAGE 5 - Optional. Maximum 7 digits, 4 decimals. Type the hourly wage rate 5 amount. The system uses this rate in calculating wages on overtime hours with a wage rate code of 5.

UNION/SUB-UNION - Optional. Maximum 4 digits union, 1 character sub-union. To specify a union to be used for this occupation code, type the code. The system validates the code against the Union Master file.

BENEFIT PACKAGE - Optional. Maximum 5 characters. To specify a benefit package to be used for this occupation code, type the code. The system validates the code against the Benefit Package file.

The code you enter here is a part of the regular default scheme to process employee's benefits. For more information, see “Default Schemes” in the Appendix.

Function Key Descriptions

- F3** Return to the menu.
- F9** Access Add mode.
- F10** Access Change mode.
- F11** Access Delete mode.
- F12** Return to the menu.
- Enter** Save the information.
- Roll** Display additional records not shown.

Wage Rate Listing (MCG186)

Access

Menu 103, Option 23

Purpose

Use the optional Wage Rate Listing (MCG186) to print the information in the Wage Rate file. This report displays the wage rates linked to jobs and occupation codes.

For more information about maintaining the Wage Rate table, see “Wage Rate File Maintenance” in this chapter.

Print Procedure

- Step 1:** At the P/R Union And Wage Menu (103) choose Option 23, Wage Rate Table Listing. The system displays the standard report request screen with the title “Wage Rate Table Listing.”
- Step 2:** Optionally change the report date.
To submit the report to print, press F6.
- Step 3:** To return to the menu without submitting the report, press F3.

Contents

The information in this report comes from the Wage Rate Table file (B1WAGE).

A sample report follows this description.

TrueLine Documentation-Construction

WAGE RATE LISTING

DATE 1/05/99 PAGE 1

JOB #	OCCOD	RATE 1	RATE 2	RATE 3	RATE 4	RATE 5	UNION	SUB-UNION	BENEFIT PACKAGE
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	109	23.2500	34.8800	44.5000			8		100
	241	21.2500	31.8800	42.5000			200	L	100
	301	25.0000	37.5000	50.0000			100		100
	50	17.5000	26.2500	35.0000			9999		200
	601	25.0000	37.5000	50.0000			6		100
	701	26.5000	39.7500	53.0000			7		100
450002	154	15.0000	20.0000	30.0000	45.0000	60.0000			
450002	601	26.8500	40.2800	53.7000					
450002	701	24.0000	36.0000	48.0000					
600010	241	23.5000	35.2500	47.0000					
600010	301	28.0000	42.0000	56.0000					

Mass Union Number Change

Access

Menu 103, Option 31

Description

Use this option to change a union number in the Labor Master file for all employees at one time. The system replaces the old union number with the new union number in the Labor Master file only.

Note: When you perform a global change, the system does not change the sub-union number. For unions that have sub-unions, the sub-union numbers will remain on the Labor Master records, even if the new union does not have sub-unions. To change the sub-union, you must manually make the changes in the Labor Master.

Procedure

- Step 1:** At the P/R Union and Wage Menu (103) choose Option 31, Mass Union Number Change. The system displays the Global Union Number Change screen.
- Step 2:** At the Global Union Number Change, you can replace one union with another on all Labor Master records with the old union number.
- To change a union number,** type the union number you want to replace and type the new union number.
- Step 3:** **To submit the change,** press F6. Press Enter to complete the change. The system returns to the P/R Union and Wage Menu.
- To return to the menu without submitting the change, before pressing F6, press F12.
- Step 4:** To return to the P/R Union and Wage Menu, press F3.

Global Union Number Change Screen

The system displays this screen when you select Mass Union Number Change at the P/R Union and Wage Menu.

Use this screen to replace one union with another throughout the Labor Master.

Field Descriptions

OLD UNION NUMBER - Required. Maximum 4 digits. To change a union, type the union number you want to change. The system validates the number against the Union Master file. The system finds all Labor Master records with this union number.

REPLACE WITH - Required. Maximum 4 digits. To change a union, type the new union number. The system validates the number against the Union Master file. The system replaces the old union with the new union on all Labor Master records.

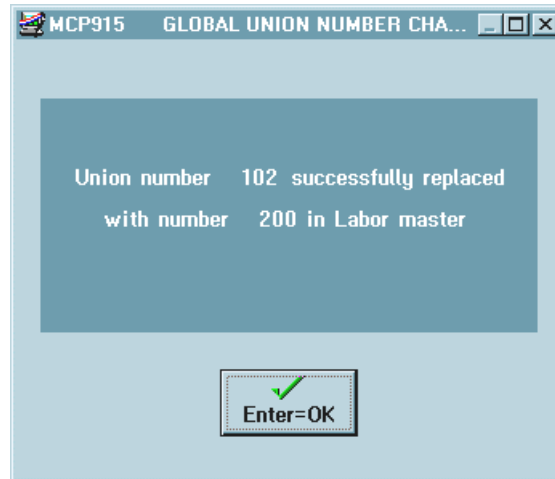
Function Key Descriptions

- F3** Return to the menu.
- F4** Access the Window List for the field the cursor is in.
- F6** Submit the change.
- F12** Return to the menu.

Global Union Number Change (Completion) Screen

The system displays this screen when you press F6 at the Global Union Number Change screen.

Use this screen to complete the union number change you began at the previous screen.



Function Key Descriptions

Enter Complete the union change.

Mass Union Wage Change

Access

Menu 103, Option 32

Description

Use this option to change the wage rates in the Labor Master file for all employees in a specific union. At the Global Union Wage Change screen, you can enter a union and define new rates for Wage 1 through Wage 5. When you submit your request, the system automatically changes the wage rates for all employees in that union.

The system will also fill blank wage rates for any employee in the union. If you have left the Labor Master wage rates blank to use the Wage Table rates, do not use this option. Instead, change the wage rates in the wage table.

Caution: If sub-unions within a union have different wage rates, do not use this option. The system will find all Labor Master records with the union number and replace the wage rates regardless of the sub-union number.

Procedure

- Step 1:** At the P/R Union and Wage Menu (103) choose Option 32, Mass Union Wage Change. The system displays the Global Union Wage Change screen.
- Step 2:** At the Global Union Wage Change screen, type the information according to the Field Descriptions.
- Step 3:** **To submit the change**, press F6. Press Enter to complete the change.
To return to the menu without submitting the change, before pressing F6, press F12.
- Step 4:** To return to the P/R Union and Wage Menu, press F3.

Global Union Wage Change Screen

The system displays this screen when you select Mass Union Wage Change at the P/R Union and Wage Menu.

Use this screen to change wage rates for all employee records in a specific union.

Field Descriptions

ENTER UNION NUMBER - Required. Maximum 4 characters. To change wage rates in a specific union, type the union number. The system validates the number against the Union Master file. The system finds all Labor Master records with this union number.

WAGE 1 through WAGE 5 - Optional. Maximum 4 digits, 4 decimals. To change the wage rates for a union, type the new rate. The system replaces the wage rates in the Labor Master records with these wage rates.

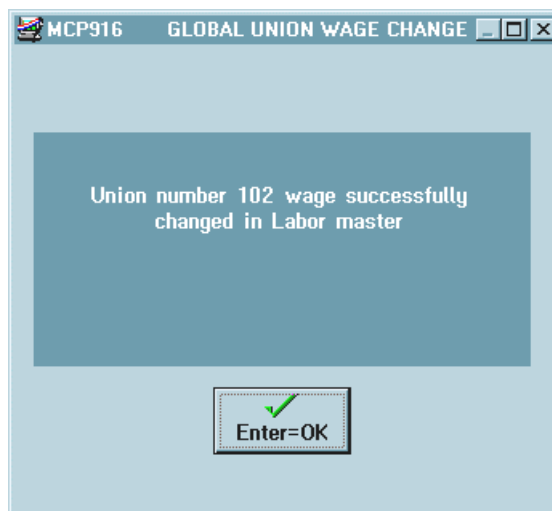
Function Key Descriptions

- F3** Return to the menu.
- F4** Access the Window List for the field the cursor is in.
- F6** Submit the change.
- F12** Return to the menu.

Global Union Wage Change (Completion) Screen

The system displays this screen when you press F6 at the Global Union Wage Change screen.

Use this screen to complete the union wage rate changes you began at the previous screen.



Function Key Descriptions

Enter Complete the wage rate change.

About Direct Deposit

The **TrueLine** Payroll Application allows you to pay employees using direct deposit. After you set up master files, the direct deposit function can direct employee net pay to one or more bank accounts based on fixed amounts or percentages. Deposit information can be sent by magnetic tape or by automated clearing house (ACH) telephone transmission.

Setting Up Direct Deposit

- ◆ In Payroll Definition Setup, indicate that you are using direct deposit by completing information on the Direct Deposit Option screen. You cannot access necessary fields in the Financial Entity Master and Personnel Master files unless these fields are filled.

If you are processing direct deposit from multiple payroll libraries, make sure that you indicate the one payroll library name from which the direct deposit transmission will be sent. The system will create separate members for each payroll library and copy these files to the library indicated in Definition setup. For more information about setting up your multiple payroll libraries for a single transmission, see “Direct Deposit with Multiple Payroll Libraries” in the Appendix.

You will also need to complete the file header and batch header information. The information is user-unique. Contact your bank for specific requirements.

- ◆ If you are not wildcarding the Financial Posting Table, the entity used for W2/1099 tax reporting comes from the FPT record for the “FT” transaction code.

If you are wildcarding the Financial Posting Table, the entity used comes from P/R Definition Setup. If you are using multiple libraries for payroll processing and wildcarding the FPT, multiple tapes will be created for tax reporting.

In the Financial Entity Master, indicate the company name in the field “P/R Direct Deposit Name” for the Payroll entity. ACH uses this name to identify the employer. Also be sure to enter the Federal ID Number.

- ◆ In the Bank Master file for each bank account on which you draw funds to pay payroll, be sure to enter the Account Description and Transit Code. ACH uses this information to determine which account to draw from.
- ◆ In the Personnel Master for each employee who participates in direct deposit, press F18 to access the Direct Deposit Maintenance screen and enter the information.

Processing Direct Deposit

After you have set up master files, the system will wait the specified number of pre-notification days before the employee is paid by direct deposit. The system begins the pre-notification day count as soon as you transmit the first direct deposit records for an employee. The first pay checks before the direct deposit becomes active will be sent to the bank as “pre-notification.” No direct deposit will take place and a regular check will be printed with check generation until pre-notification has been met.

As soon as the pre-notification requirement has been met, the system will begin

processing direct deposit with the next pay cycle.

Direct deposit files are created with the check generation process. Check generation creates a void check for any employee who receives direct deposit and the attached stub will indicate the regular payroll information. Check numbers used for Direct Deposit processing do not appear in the Check Reconciliation file.

If you are processing direct deposit information from multiple payroll libraries, you can only combine libraries that use the same bank master transit code. Be certain that you complete the payroll cycle up through check generation for each library before you transmit the direct deposit.

Use the Direct Deposit Transaction Report (MCP203) to ensure direct deposit information is correct before transmitting the electronic transfer. At any point in the payroll cycle after you run check generation, direct deposit can be transferred to the bank.

If the transmission job does not complete normally and/or you do not receive the Transmission Report, contact the bank to verify that the transmission completed correctly.

If the bank requests a re-submission, use the Pay Period Re-Transmission function.

Transmission Errors

If a problem occurs with transmission so that you must create a check instead of sending a direct deposit, place a hold on the direct deposit account in the Labor Master. As long as you have not performed payroll completion, you can use the reprint checks function and the system reprints the direct deposit as a real check for employees with holds on direct deposit. Release the employee's account information before the next pay cycle to continue with direct deposit.

If you need to withhold an entire pay period from direct deposit, use the Skip Direct Deposit flag in the Pay Period Date Schedule File. The system will automatically cut checks for employees who would normally be paid via direct deposit. This will not affect future direct deposit payments.

If you combine multiple libraries and have inadvertently excluded a library that should have been included in the transmission, you can submit a re-transmission once you run the excluded library through check generation. The re-transmission process will select both the existing records and the records originally excluded.

About Recharge

Using Recharge

Use recharge to charge costs to another job for salaried and hourly labor costs.

The Financial Posting Table must be set up to find the correct accounts for the home job and the relief job used for recharge. For more information about setting up the Payroll FPT, see the *General Ledger Reference Manual*.

Note: The system recognizes any employee who has a recharge code as a salaried employee. If there is no recharge code on the employee master, then the system recharges the employee hourly.

To recharge a salaried employee:

1. At Payroll System Codes, define recharge codes for salaried employees.
2. At P/R Definition Setup, Processing Options, check the box (“Y”) to specify that Recharge time and rates should be calculated and processed.
3. At the Personnel Data Maintenance, Job and Memo Information screen, fill in the Recharge Processing information fields (these fields will only display if you have checked the Recharge time box in P/R Definition Setup). Type:
 - the rate at which you want to recharge the employee’s time.
 - the user-defined recharge code.
 - the home job and cost code. The Default Job at the top of the screen must be *blank*.

- the relief job and cost code.

Job And Memo Information

Employee 00040 KIMBERLY F LE

Last Date/Job Worked 0/00/00 0

Default Job Ct Tk Sbt

Memo Information

Assigned Job Equip. Number

Dept. Job

Leave of absence date 0/00/00 Full Time Employment Date 0/00/00

Medical Plan ☐ Insurance Dates- Added 0/00/00 Deleted 0/00/00

Profit Share ☐ Share Account Number Pension Code ☐

Life Insurance ☐ Life Insurance Amount Retire Code ☐

Std. Work Week Weekly Guarantee Veteran Status ☐

Savings Acct Long Term Disability ☐ Disable Status ☐

Recharge processing information

Recharge Rate 120.0000 Recharge Code 1

Home Job 900500 Payroll Home Job Ct Tk Sbt 1 2

Relief Job 900501 Payroll Relief Job Ct Tk Sbt 1 4

4. When entering the employee's time, use the production job for the recharge time. The system uses the recharge rate from the Labor Master.

For the regular salary time, enter the employee's hours with *no* job/cost code/cost type. The system uses the Recharge home job/cost code and the cost type from P/R Definition Setup.

5. Edit the Time Batch. The system places a 2 in the "T" column on the Time Edit (MCP218) next to the recharge time and a 1 on the Edit next to the regular time.
6. Run the regular Payroll Cycle.
7. To keep a salaried employee from being recharged, create the time record without a job/cost code/cost type. The system will only use the recharge home job as the payroll salary job and will not create a recharge record.

For salaried recharge, the system creates the following records:

- ♦ debits the employees' regular salary for the home job you enter and credits the Payroll records for wages, burden, and deductions.
- ♦ debits the recharge amount to the production job and credits (or negative debits, depending on how you set up the system) the recharge amount to the relief job.

To recharge an hourly employee:

1. At P/R Definition Setup, check the box (“Y”) for Recharge time and rates should be calculated and processed.
2. At the Personnel Data Maintenance, Job and Memo Information screen, fill in the Recharge Processing information fields (the information for these fields will only display if you have checked the Recharge time box in P/R Definition Setup). Type:
 - the rate at which you want to recharge the employee.
 - the home job and allocation. The Default Job at the top of the screen must be *blank*.
 - be sure that the recharge code is *blank*.
 - the relief job and allocation.

MCG908 PERSONNEL DATA MAINTENANCE CHG

Options Help

Job And Memo Information

Employee 00012 JACK F RONSTON

Last Date/Job Worked 0/00/00 0

Default Job Ct Tk Sbt

Memo Information

Assigned Job Equip. Number

Dept. Job

Leave of absence date 0/00/00 Full Time Employment Date 0/00/00

Medical Plan [H] Insurance Dates- Added 10/15/96 Deleted 0/00/00

Profit Share Share Account Number Pension Code 1

Life Insurance [A] Life Insurance Amount Retire Code 2

Std. Work Week Weekly Guarantee Veteran Status [V]

Savings Acct Long Term Disability Disable Status

Recharge processing information

Recharge Rate 70.0000 Recharge Code

Home Job 900500 Payroll Home Job Ct Tk Sbt 1 3

Relief Job 900501 Payroll Relief Job Ct Tk Sbt 1 4

The system will always recharge an hourly employee who has recharge information on the Labor Master.

3. Make sure you enter the production job on the time record.
4. Edit the Time Batch. The system places a 3 in the “T” column on the Time Edit

(MCP218) next to the recharge time and a 1 on the Edit next to the regular time.

5. Run the regular Payroll Cycle.
6. To keep an hourly employee from being recharged, recharge information should be removed from the Labor Master before creating the time record.

For an hourly employee, the system creates the following records:

- ♦ debits the employees' hourly wages to the home job and credits the Payroll records for wages, burden, and deductions.
- ♦ debits the recharge wages to the production job and credits (or negative debits, depending on how you set up the system) the recharge wages to the relief job.

When you run a Payroll Batch Edit (MCP218), you will see a header “**T**” for type of transaction, and one of the following codes for each time record:

1. regular non-recharge time record for hourly and salary. This is the record from which an employee's pay is derived.
2. recharge time record for salary.
3. combined time record. This is generated for the hourly employee whose time is being recharged. This record is used for both recharging and paying the employee. During pay cycle completion, this record is split into type “1” and “2” records.

Personnel Master Maintenance

Access

Menu 104, Option 1

Description

Use this option to maintain the Labor Master file (AGLBMS). The Labor Master uses a number of files for different records. These files are:

Labor Master - Federal And Base	(AALBMS)
Labor Master - State	(ABLBMS)
Labor Master - City	(ACLBMS)
Labor Master - County	(AFLBMS)
Direct Deposit Master File	(BKDDEP)

These files contain general information about each employee on your payroll. Use the first three maintenance screens to maintain employee personal information and federal tax information. Use the fourth screen to maintain state, county, and city tax exemption information.

You can print a detail listing of the information in these files using the Detail Employee Listing - Numeric or the Detail Employee Listing - Alphabetic (MCG500).

You can also print a summary listing of the information using the Short Employee Listing - Numeric or the Short Employee Listing - Alpha (MCG110).

Employees can also be listed by union. Use the Current P/R Year Listing By Union (MCG116).

Procedure

Step 1: At the P/R Personnel Menu (104) choose Option 1, Personnel Master. The system displays the Personnel Data Maintenance, Name and Address screen.

Step 2: At the Personnel Data Maintenance, Name and Address screen, you can add, change, or delete personnel records.

To update the record, press F6.

To add a record, in Add mode, type the information according to the Field Descriptions and press Enter. The system displays the Personnel Data Maintenance, Wage Rates screen.

To maintain a record, in Change mode, select the information you want to change, type the new over the old and press Enter. The system displays the Personnel Data Maintenance, Wage Rates screen.

To delete a record, in Delete mode, select the record you want to delete and

press F11. You cannot delete an employee that has earnings in either the current year or prior year.

To access the State, County and City information screens, press F14.

To access the Direct Deposit screen, press F18.

Step 3: At the Personnel Data Maintenance, Wage Rates screen, type wage rate information according to the Field Descriptions and press Enter. The system displays the Personnel Data Maintenance, Job and Memo Information screen.

To update the record, press F6. The system returns to the Personnel Data Maintenance, Name and Address screen.

To access the State, County and City information screens, press F14.

To access the Direct Deposit screen, press F18.

To return to the previous screen, press F12.

To return to the menu, press F3.

Step 4: At the Personnel Data Maintenance, Job and Memo Information screen, type the information according to the Field Descriptions and press Enter. The system displays the Personnel Data Maintenance, State/County/City Information screen.

To access the Direct Deposit screen, press F18.

To return to the previous screen, press F12.

To return to the menu, press F3.

Step 5: At the Personnel Data Maintenance, State/County/City Information screen, type the information for each State, County or City according to the Field Descriptions and press Enter.

Note: If you do not enter state tax information here, and you enter state information through Time Entry Maintenance, the system creates a state record for the employee, applying the federal tax information to the state.

To access the Direct Deposit screen, press F18.

To return to the Personnel Data Maintenance, Name and Address screen, press F12.

Step 6: At the Direct Deposit Maintenance screen, type the information according to the Field Descriptions and press Enter.

To return to the previous screen, press F12.

Step 7: To return to the menu, press F3.

Personnel Data Maintenance, Name and Address Screen

The system displays this screen when you select Personnel Master at the P/R Personnel Menu.

Use this screen to record an employee's name, address, social security number, occupation, and federal tax information.

MCG908 PERSONNEL DATA MAINTENANCE CHG

Options Help

Name And Address

Employee number Social Security Number

Primary Address

Last Name First M.I.

Street/P.O. box

City, State Post Cd

Telephone

Fax number

Birth Date

Gender ☐ Male ☐ Female

Secondary Address ...

Address on Check ☒ Address 1 ☐ No Address ☐ Address 2

Occupation Code

E.E.O. Code Federal Marital Status

Pay Frequency Fed. Exemptions Exempt from F.I.C.A.

Add'l F.I.T. % Add'l F.I.T. Amount

Overrides

Tax state S.U.I. state W/C State W/C class/ref

County City

Enter=OK F3=Exit F4=List F9=Add F10=Change F11=Delete F12=Cancel

Field Descriptions

EMPLOYEE NUMBER - Required. Maximum 5 characters. To identify the employee, type the code.

If employee numbers must be numeric only, this field becomes “Maximum 5 digits.”

SOCIAL SECURITY NUMBER - Required. Maximum 9 digits. Type the employee’s social security number. The system uses this number for W-2 generation.

LAST NAME - Required. Maximum 15 characters. Type the employee’s last name.

FIRST (Employee's First Name) - Required. Maximum 15 characters. Type the employee’s first name.

M.I. (Employee's Middle Initial) - Optional. Maximum 1 character. Type the employee’s middle initial.

PRIMARY ADDRESS

STREET/P.O. BOX - Optional. Maximum 30 characters. Type the employee's street or PO Box.

CITY, STATE - Optional. Maximum 30 characters. Type the employee's city and state.

POSTAL CODE - Optional. Maximum 10 characters. Type the employee's postal code.

TELEPHONE 1 - Optional. Maximum 10 digits. Type the employee's telephone number, including area code.

FAX NUMBER - Optional. Maximum 10 digits. If this employee is a crew foreman, type the fax number at the crews's location.

BIRTH DATE - Optional. Maximum 8 digits. Type the employee's month, day, century, and year of birth.

ADDRESS ON CHECK - Optional. Defaults to Address 1. To determine the address that prints on the employee's check, select the address. Valid choices are:

Address 1 ("0") - Prints the primary address on the employee's check.

No Address ("1") - Prints no address on the check.

Address 2 ("2") - Prints the secondary address on the employee's check.

GENDER - Required. To specify a male employee, select Male ("M"). To specify a female employee, select Female ("F"). The system uses this field for union and E.E.O. reports.

OCCUPATION CODE - Optional. Maximum 7 characters. Type the code that identifies the employee's occupation. The system validates the code against the Occupation Code Master file. Once a record is updated with an occupation code, the system displays the first 20 characters of the occupation description from the Occupation Code Master.

The system uses the occupation code to find the wage rate in the Wage Rate Table when no wage rate is entered through Time Entry Maintenance or Personnel Data Maintenance.

Note: If you do not enter an employee's occupation code on the Labor Master, you must enter it through Time Entry Maintenance each time you enter time for the employee. Otherwise, your Time edit will have an error message.

E.E.O. CODE - Optional. One character. Type the code that identifies the employee's ethnic group. The system validates the code against the E.E.O. Code Table. The system generates union and federal reports based on E.E.O. codes. Valid codes are:

B - Black

C - Caucasian

I - American Indian

M - Mexican

S - Spanish-Hispanic

O - Oriental

FEDERAL MARITAL STATUS - Required. One digit. Type the code that identifies the employee's federal tax filing status. Valid codes are:

1 - Single

2 - Married

PAY FREQUENCY - Required. One digit. Type the number that identifies the employee's pay frequency. The system uses this field for tax calculations during check generation. Valid codes are:

1 - Weekly (Tax is withheld at 1/52 of annualized total)

2 - Bi-weekly (Tax is withheld at 1/26 of annualized total)

3 - Semi-monthly (Tax is withheld in 1/24 of annualized total)

4 - Monthly (Tax is withheld in 1/12 of annualized total)

For more information about how pay frequency affects tax withholding, see "About Tax Tables" in this chapter.

FED EXEMPTIONS - Optional. Maximum 2 digits. Type the number of federal tax exemptions the employee claims.

To have no calculated FIT withheld, enter 99 exemptions.

For more information about how exemptions affect tax calculations, see "About Tax Tables" in this chapter.

EXEMPT FROM F.I.C.A. - Optional. One character. If the employee does not pay F.I.C.A., type "Y." If the employee pays F.I.C.A., leave blank.

ADD'L F.I.T. % (Additional Federal Income Tax Withholding Percent) - Optional. Maximum 3 digits, 1 decimal. To withhold an additional percent per pay check for F.I.T., type the requested percent.

ADD'L F.I.T. AMOUNT - Optional. Maximum 7 digits, 2 decimals. To withhold an additional amount per pay check for F.I.T., type the requested amount.

To have the system withhold a fixed amount each pay period, enter 99 in the Fed. Exemptions field, above, and enter the fixed amount in this field.

OVERRIDES - When processing payroll for this employee, the system will use the information entered in these fields regardless of information that exists on the job.

TAX STATE - Optional. Maximum 2 digits. To identify the state for deriving the employee's state tax rate, no matter where he or she works, type the code. The system validates this code against the State Master file.

S.U.I. STATE - Optional. Maximum 2 digits. To identify the state for deriving the employee's state unemployment insurance rate, no matter where he or she

works, type the code. The system validates this code against the State Master file.

W/C STATE - Optional. Maximum 2 digits. To identify the state for deriving the employee's insurance rates, type the code. The system validates this code against the State Master file.

Insurance records are unique based on the state, class and reference. If the state, class and reference combination is not valid in the Insurance file, you will get an error on the Time Entry batch edit.

Note: If you are overriding the W/C state, you should also override the W/C class and reference. Otherwise, the system will not override the blank field and will use the codes from the Job Master or Occupation Code file, causing a possible error on the batch edit.

W/C CLASS/REF - Optional. Maximum 4 digits class, 2 digits reference number. To identify the insurance class and reference for deriving the employee's insurance rates, type the code. The system validates this code against the Insurance Master file.

COUNTY - Optional. Maximum 3 digits. To identify the county for deriving the employee's county tax rate, no matter where he or she works, type the code. The system validates this code against the County Master file.

CITY - Optional. Maximum 4 digits. To identify the city for deriving the employee's city tax rate, no matter where he or she works, type the code. The system validates this code against the City Master file.

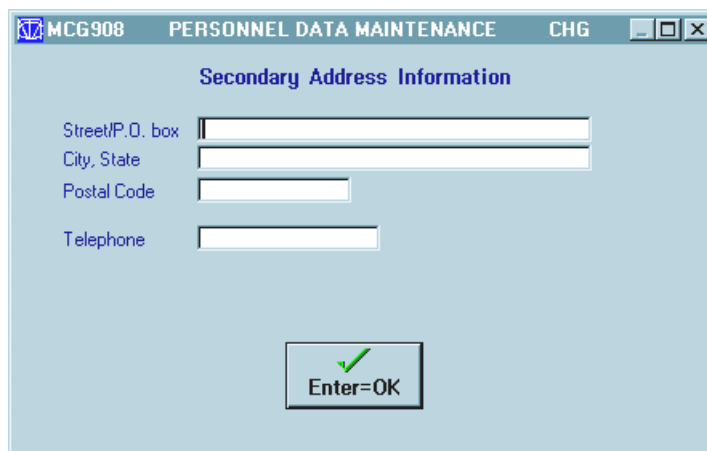
Function Key Descriptions

- F3** Return to the menu without saving.
- F4** Access the Window List for the field the cursor is in.
- F6** Update the file without proceeding to the next screens.
- F9** Access Add mode.
- F10** Access Change mode.
- F11** Access Delete mode and the Personnel Data Maintenance (Delete) screen.
- F12** Return to the menu without saving.
- F14** Access the State/County/City Tax Information screen directly.
- F18** Access the Direct Deposit Maintenance screen.
- Enter** Update the file with your entries and access the Wage Rates screen.

Personnel Data Maintenance, Secondary Address Information Screen

The system displays this screen when you press Secondary Address at the Personnel Data Maintenance, Name and Address screen.

Use this screen to maintain secondary address information for the employee.

The screenshot shows a window titled 'PERSONNEL DATA MAINTENANCE' with a sub-header 'Secondary Address Information'. It contains four input fields: 'Street/P.O. box', 'City, State', 'Postal Code', and 'Telephone'. A button with a green checkmark and the text 'Enter=OK' is located at the bottom center. The window also has a title bar with 'MCG908' and 'CHG'.

Field Descriptions

SECONDARY ADDRESS

STREET/P.O. BOX - Optional. Maximum 30 characters. Type the street address or the post office box for the employee's secondary address.

CITY,STATE - Optional. Maximum 30 characters. Type the city and state for the employee's secondary address.

POSTAL CODE - Optional. Maximum 10 characters. Type the postal code for the employee's secondary address.

TELEPHONE - Optional. Maximum 10 digits. Type the telephone number for the employee's secondary address.

Function Key Descriptions

Enter Save the information and return to the Personnel Data Maintenance, Name and Address screen.

Personnel Data Maintenance, Delete Screen

The system displays this screen when you press F11 at the Personnel Data Maintenance, Name and Address screen.

Use this screen to delete employees who have not yet had earnings.

Enter the employee number of the employee to be deleted below. The system will check to verify that the employee has no net earnings in any quarter. Deletion eligibility will be displayed prior to deletion.

Employee number

Enter=OK F3=Exit F4=List F9=Add F10=Change F11=Delete F12=Cancel

Field Descriptions

EMPLOYEE NUMBER - Optional. Maximum 5 characters. To delete an employee, type the employee number code.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

Function Key Descriptions

- F3** Return to the P/R Personnel Menu without deleting.
- F4** Access the Window List for the field the cursor is in.
- F9** Return to the Personnel Data Maintenance, Name and Address screen in Add mode.
- F10** Return to the Personnel Data Maintenance, Name and Address screen in Change mode.
- F11** Confirm the deletion.
- F12** Return to the P/R Personnel Menu without deleting.

Personnel Data Maintenance, Wage Rates Screen

The system displays this screen when you press Enter at the Personnel Data Maintenance, Name and Address screen.

Use this screen to maintain hiring information, salary or wage rates, and union and workers' compensation information.

MCG908 PERSONNEL DATA MAINTENANCE CHG

Options Help

Wage Rates

Employee 00003 ALAN A ALDERSON

Last date/job worked 0/00/00 0

Hire date 1/15/98 ☐ Exempt from Overtime

Termination date 0/00/00 Termination code

Rehire date 0/00/00 Rehire code

Adjusted hire date 0/00/00 Benefits package

Salary (info only) Salary change date 0/00/00

Wage 1 25.0000 Wage 2

Wage 3

Wage 4

Wage 5

Union 1 ☐ Crew 0

Payroll bank MA

Cert. PIR exempt ☒ (blank) ☐ Yes ☐ No

Suppress check ☒ (blank) ☐ Yes ☐ No

☒ Exclude OT smooth

Employee status

Employee group

Foreman

Enter=OK F3=Exit F4=List F9=Add F10=Change F11=Delete F12=Cancel

Field Descriptions

EMPLOYEE - Display only. The system displays the number and name of the employee whose record you are maintaining.

LAST DATE/JOB WORKED - Display only. The system displays the date and the job number of the last record updated through Payroll Completion for this employee.

HIRE DATE - Optional. Maximum 6 digits. Type the date on which the employee was hired. The system prints a New Hire Listing during payroll completion for any employee added since the last pay period cycle. The system uses the hire date in determining entitlement eligibility and calculating eligibility accrual rates.

EXEMPT FROM OVERTIME - Optional. To indicate the employee is exempt from overtime pay, check the box ("Y"). This field is information only.

TERMINATION DATE - Optional. Maximum 6 digits. If the employee is terminated, type the termination date. The system checks this field during the Time Entry Batch Edit process. If time is entered for an employee for a date later than date in this field, the system issues a warning on the edit report, but

you will still be able to update the batch.

TERMINATION CODE - Optional. One character. If the employee is terminated, you can enter a user-defined termination code to identify the circumstances or conditions of termination. The system validates the code against the Termination Code Table. When you update the record, the description displays next to the code. This field is information only.

REHIRE DATE - Optional. Maximum 6 digits. If the employee is rehired, type the date. The system uses the rehire date in determining entitlement eligibility and calculating entitlement accrual rates, if any exists.

If you are entering a rehire date for an employee who has a termination date, be sure to remove the termination date and the termination code for the system to recognize entitlement eligibility.

REHIRE CODE - Optional. One character. If the employee is rehired, type the user-defined rehire code to identify the circumstances or conditions of rehiring. The system validates the code against the Rehire Code Table. When you update the record, the description displays next to the code. This field is information only.

ADJUSTED HIRE DATE - Optional. Maximum 6 digits. To have entitlements calculated on a different date than the hire or rehire date, type the adjustment date. The system uses the adjusted hire date in determining entitlement eligibility and calculating entitlement accrual rates.

BENEFITS PACKAGE - Optional. Defaults to the benefits package code from P/R Definition Setup. Maximum 5 characters. To link a specific benefit package to the employee, type the code. The system validates the code against the Benefit Package Master file. When you update the record, the description displays next to the code.

If you do not enter a benefits package on the Labor Master, the system will follow a default scheme to accrue entitlements. For more information, see “Default Schemes” in the Appendix.

SALARY(INFO ONLY) - Optional. Maximum 9 digits, 2 decimals. To indicate the employee's salary, type the amount. This field is information only. To set up a salaried employee, see “About Time Entry” in Chapter 4.

SALARY CHANGE DATE - Optional. Maximum 6 digits. To indicate the date on which the employee's salary was last changed, type the date. This field is information only.

WAGE 1 - Optional. Maximum 7 digits, 4 decimals. To indicate the employee's straight time hourly pay, type the amount. Wage Rate 1 is predefined in the Wage Rate Code table as the regular or straight time hourly rate.

If you do not define the wage rates on the Labor Master, the system uses a complex default scheme to find the correct hourly wage. For more information, see “About Wage Rates” in this chapter.

WAGE 2 - Optional. Maximum 7 digits, 4 decimals. Type the hourly overtime amount. During time entry, the system uses this rate in calculating wages on overtime hours with a wage rate code of 2.

WAGE 3 - Optional. Maximum 7 digits, 4 decimals. Type the hourly wage rate 3 amount. During time entry, the system uses this rate in calculating wages on overtime hours with a wage rate code of 3.

WAGE 4 - Optional. Maximum 7 digits, 4 decimals. Type the hourly wage rate 4 amount. During time entry, the system uses this rate in calculating wages on overtime hours with a wage rate code of 4.

WAGE 5 - Optional. Maximum 7 digits, 4 decimals. Type the hourly wage rate 5 amount. During time entry, the system uses this rate in calculating wages on overtime hours with a wage rate code of 5.

UNION - Optional. Maximum 5 characters. To identify the union to which the employee belongs, type the unique union and sub-union code. The system validates the code against the Union Master file.

CREW - Optional. To associate this employee with a particular crew, type the crew code. The system validates the code against the Crew Master file. When you update the record, the system displays the description next to the code.

PAYROLL BANK - Optional. Maximum 2 characters. To identify the bank account from which the employee is paid, type the bank account code. The system validates the code against the Bank Master file.

If you do not enter a payroll bank on the Labor Master, the system uses a complex default scheme to find the correct bank. For more information, see “Default Schemes” in the Appendix.

SUPPRESS CHECK - Optional. One character. To indicate that you want to withhold the printed check, select Yes (“Y”). You may want to not distribute printed checks if, for example, you use an outside payroll service but still run payroll expenses into the TrueLine System.

If you enter a “Y” here, the system will display a “Y” in the “PD” information field on the Employee Earnings Inquiry, Federal Earnings by W/E Date screen.

CERT. P/R EXEMPT - Optional. One character. If the employee is exempt from the certified Payroll report, type “Y.”

EXCLUDE OT SMOOTH - Optional. To exclude the employee’s time from the overtime smoothing process, check the box (“Y”). To include the employee’s time in the smoothing process when applicable, leave blank.

EMPLOYEE GROUP - Optional. Maximum 3 digits. To identify the employee with an employee group, type the number. The system validates the code against the Employee Group Table. When you update the record, the system displays the description to the right of the code. This file is information only.

EMPLOYEE STATUS - Optional. One character. To identify an employee's status, type the code. The system validates the code against the Employee Status Table. When you update the record, the system displays the description to the right of the code.

If you enter “D” in this field, the system marks the appropriate box on the W-2 form to indicate that the employee is deceased.

FOREMAN - Optional. One character. To indicate that this employee is a foreman, type “Y.” Only employees who are foremen can be used in the Crew

Master.

Function Key Descriptions

- F3** Return to the menu without saving the information.
- F4** Access the Window List for the field the cursor is in.
- F6** Update the file without proceeding to the next screen.
- F9** Return to the Personnel Data Maintenance, Name and Address screen in Add mode.
- F10** Return to the Personnel Data Maintenance, Name and Address screen in Change mode.
- F11** Access Delete mode and the Personnel Data Maintenance (Delete) screen.
- F12** Return to the previous screen without saving the information.
- F14** Access the State/County/City Information screen.
- F18** Access the Direct Deposit Maintenance screen.
- Enter** Save the information and access the next screen.

Personnel Data Maintenance, Job and Memo Information Screen

The system displays this screen when you press Enter at the Personnel Data Maintenance, Wage Rates screen.

Use this screen to maintain job information, recharge processing information, and miscellaneous memo information.

Field Descriptions

EMPLOYEE - Display only. The system displays the employee number and the name of the employee whose record you are maintaining.

LAST DATE/JOB WORKED - Display only. The system displays the date and the job number of the last record updated through Payroll Completion for this employee.

DEFAULT JOB - Optional. Maximum 6 digits. To identify a default job for the employee's time, type the job number. When no job is specified during time entry, the system uses this job as the job worked. When you update the record, the description displays to the right of the job number. This field is commonly used for salaried employees whose time is processed in a static batch.

Note: Do not use this field or the next if you are recharging an employee's time.

(Cost Code) - Optional. Variable length digits. To identify a cost code default for the employee's time, type the code. When no cost code is specified during time

entry, the system charges the employee's time to this cost code. This field is commonly used for salaried employees whose time is processed in a static batch.

Memo Information

ASSIGNED JOB - Optional. Maximum 6 digits. Type a job number to identify the employee's assigned job. The system validates the number against the Job Master file. When you update the record, the description displays to the right of the job number. This field is information only.

EQUIP. NUMBER - Optional. Maximum 8 digits. Type an equipment number to identify the equipment used by this employee, if any. The system validates the number against the Equipment Master file. This field is information only.

DEPT. JOB - Optional. Maximum 6 digits. Type a job number to identify the employee's department job, if any. The system validates the number against the Job Master file. When you update the record, the description displays to the right of the job number. This field is information only.

LEAVE OF ABSENCE DATE - Optional. Maximum 6 digits. To identify the date on which the employee begins a leave of absence, type that date. This field is information only.

FULL TIME EMPLOYMENT DATE - Optional. Maximum 6 digits. To identify the date on which the employee began full time employment, type that date. This field is information only.

MEDICAL PLAN - Optional. One character. To identify the medical plan in which the employee is enrolled, type the code. The system validates the code against the Medical Plan Code Table. This field is information only.

INSURANCE DATES - Optional. Maximum 6 digits.

ADDED - To identify the date on which the employee becomes eligible for company medical insurance coverage, type the date. This field is information only.

DELETED - To identify the date on which the employee is no longer eligible for company medical insurance coverage, type the date. This field is information only.

PROFIT SHARE - Optional. One character. To identify the profit sharing plan in which the employee participates, type the code. The system validates the code against the Profit Sharing Code Table. This field is information only.

SHARE ACCOUNT NUMBER - Optional. Maximum 10 characters. To identify the bank account in which the employee's profit sharing income is deposited, type the number. This field is information only.

PENSION CODE - Optional. One character. To identify the pension plan in which the employee participates, type the code. The system validates the code against the Pension Code Table.

If there is a code in this field, the system automatically prints an "X" in the Pension Plan box on the employee's W2 form.

LIFE INSURANCE - Optional. One character. To identify the carrier of the employee's group life insurance, type the code. The system validates the code against the Group Life Insurance Code Table. This field is information only.

LIFE INSURANCE AMOUNT - Optional. Maximum 7 digits. Type the amount of life insurance that covers the employee. This field is information only.

RETIRE CODE - Optional. One character. To identify a type of retirement, type the code. The system validates the code against the Retirement Code Table. This field is information only.

STD. WORK WEEK - Optional. Maximum 3 digits. To indicate a number of hours per week guaranteed to the employee, type the number. This field is information only.

WEEKLY GUARANTEE - Optional. Maximum 7 digits, 2 decimals. If the employee is guaranteed a weekly amount, type the amount. This field is information only.

VETERAN STATUS - Optional. One character. To indicate the veteran status of the employee, type the code. The system validates the code against the Veteran Status Code Table. This field is information only.

SAVINGS ACCOUNT - Optional. Maximum 10 characters. To identify a savings account for the employee, type the account number. This field is information only.

LONG TERM DISABILITY - Optional. One character. To identify the employee's long term disability plan, type code. The system validates the code against the Long Term Disability Code Table. This field is information only.

DISABLE STATUS (Disability Status) - Optional. One character. To identify the employee's disability status, type the code. The system validates the code against the Disability Status Code Table. This field is information only.

Recharge Processing Information - The following fields display only if you indicate that recharge time and rates should be calculated and processed in P/R Definition Setup. For more information, see “About Recharge” in this chapter.

Caution: The system always performs the recharge function if there is information in these fields, no matter what job you use on time entry.

Therefore, if you want to recharge an employee's time only occasionally, before adding recharge time, type all recharge information on the Labor Master. Edit and update the time batch with only the rechargeable time. After update, return immediately to remove the recharge information before adding non-recharge time for the employee.

RECHARGE RATE - Required for both salaried and hourly recharge time. Maximum 7 digits, 4 decimals. Type the hourly rate at which you want the production job charged. This can be the same rate charged to the home job or a different rate.

RECHARGE CODE - Required for a salaried recharge. Maximum 1 character. To add a salaried employee recharge, type a valid recharge code. To add a

hourly employee recharge, leave blank. The system validates the code against the Recharge Code Table.

HOME JOB - Required for both salaried and hourly recharge time. Maximum 6 digits. Type the job charged for the actual payroll costs for the employee working at a production job. The home job incurs an expense debit.

(Cost Code) - Required. Variable length digits. Type the cost code to which the home job's expense debit posts.

RELIEF JOB - Required. Maximum 6 digits. Type the number to identify the job that incurs an expense credit to relieve the expense debit for the home job. Normally the home job and the relief job are the same job.

(Cost Code) - Required. Variable length digits. Type the cost code to which the relief job's expense credit posts.

Function Key Descriptions

- F3** Return to the menu.
- F4** Access the Window List for the field the cursor is in.
- F9** Return to the Personnel Data Maintenance, Name and Address screen in Add mode.
- F10** Return to the Personnel Data Maintenance, Name and Address screen in Change mode.
- F11** Access Delete mode and the Personnel Data Maintenance (Delete) screen.
- F12** Return to the previous screen.
- F18** Access the Direct Deposit Maintenance screen.
- Enter** Save the information and access the State/County/City tax information screen.

Personnel Data Maintenance, State/County/City Information Screen

The system displays this screen when you press Enter at the Personnel Data Maintenance, Job and Memo screen or when you press F14 at the Personnel Data Maintenance, Name and Address screen and at the Personnel Data Maintenance, Wage Rates screen.

Use this screen to maintain all state, county, and city specific tax information for an employee labor master record. If you do not define specific state, county or city tax information, the system uses the federal information from the Name and Address screen.

State/County/City Information

Employee 00012 JACK F RONSTON

Last date/job worked 11/23/98 450005 Middleton Archway Job

State DE CALIFORNIA County 000 City 0000

State Information

Exemptions claimed- Dependents 2 Personal 2 Itemized ☐

Tax table type 2 Filing type 5 No SDI ☐

Add'l SIT amount Add'l SIT %

Add'l annual exemption amount Non-resident ☐

County Information

Exemptions claimed- County ☐ Personal ☐

Tax table type 0

City Information

Exemptions claimed- City ☐ Personal ☐

Tax table type 0

Enter=OK F3=Exit F4=List F9=Add F10=Change F11=Delete F12=Cancel

Field Descriptions

EMPLOYEE - Display only. The number and name of the employee whose record you are maintaining displays.

LAST DATE/JOB WORKED - Display only. The date and the job number of the last record processed for this employee through Payroll Completion displays.

STATE - Required to set up state information. Maximum 2 digits. Type the state code that identifies the state in which the employee's earnings are taxed.

If you process time entries for an employee in a state you have not set up in the Labor Master, the system derives the state from the Job Master and derives exemptions and tax table type from the federal information on the Name and Address screen. During Check Generation, the system will also print the New State W-4 Records Created report (MCP289).

COUNTY - Optional. Maximum 3 digits. Type the county code that identifies the county in which the employee's earnings are taxed.

CITY - Optional. Maximum 4 digits. Type the city code that identifies the city in which the employee's earnings are taxed.

State Information

EXEMPTIONS CLAIMED - For each state in which the employee works, type the state exemptions claimed. If you do not indicate state specific exemptions, the system uses the federal exemptions.

DEPENDENTS - Optional. Maximum 2 digits. Type the number of dependent exemptions for the state.

PERSONAL - Optional. Maximum 2 digits. Type the number of personal exemptions for the state.

ITEMIZED - Optional. Maximum 2 digits. Type the number of itemized exemptions for the state.

Note: To withhold no SIT, type 99 in each exemption field.

TAX TABLE TYPE - Required. Maximum 1 digit. Type the code that identifies the tax table used to calculate the employee's state tax. The system validates the code against the Tax Table Type Table.

If you do not indicate state specific tax table types, the system uses the federal marital status as the type.

Tax tables must be set up for any state in which an employee works. For more information, see "Tax Table Maintenance" in this chapter.

FILING TYPE - Optional. Maximum 1 digit. For states that use filing types, type the code that identifies the employee's filing type. The system validates the code against the Filing Type Table.

NO SDI - Optional. Maximum 1 character. If the employee does not pay State Disability Insurance tax, type "Y."

ADD'L SIT AMOUNT - Optional. Maximum 9 digits, 2 decimals. If the employee wants additional State Income Tax withheld, type the per-pay-period amount.

Note: To withhold a flat amount instead of a calculated amount, type 99 in the exemptions claimed fields and type the flat amount as additional SIT.

NON-RESIDENT - Optional. Maximum 1 character. If the employee is exempt from taxes in a state, type "Y." The system will not calculate state taxes for an employee with this flag. Use this flag if an employee has earnings in a state, but the state certifies the employee as non-taxable.

County Information

EXEMPTIONS CLAIMED - If there is county information, type the county exemptions claimed.

COUNTY - Optional. Maximum 2 digits. Type the number of exemptions for the county.

PERSONAL - Optional. Maximum 2 digits. Type the number of personal exemptions for the county.

TAX TABLE TYPE - Optional. Maximum 1 digit. Type the code that identifies the tax table used to calculate the employee's county tax. The system validates the code against the Tax Table Type Table.

If you do not indicate county specific tax table types, the system uses the federal marital status as the type.

Tax tables must be set up for any county in which an employee works. For more information, see “Tax Table Maintenance” in this chapter.

City Information

EXEMPTIONS CLAIMED - If there is city information, type the city exemptions claimed.

CITY - Optional. Maximum 2 digits. Type the number of exemptions for the city.

PERSONAL - Optional. Maximum 2 digits. Type the number of personal exemptions for the city.

TAX TABLE TYPE - Optional. Maximum 1 digit. Type the code that identifies the tax table used to calculate the employee's city tax. The system validates the code against the Tax Table Type Table.

If you do not indicate city specific tax table types, the system uses the federal marital status as the type.

Tax tables must be set up for any city in which an employee works. For more information, see “Tax Table Maintenance” in this chapter.

Note: To set up city taxes when a flat amount is charged, see “About Tax Tables” in this chapter.

Function Key Descriptions

F3 Return to the menu.

F4 Access the Window List for the field the cursor is in.

Note: When you access the state, county, or city code field in Change mode, the system displays only the states, counties, or cities for which records have been set up for this employee. In Add mode, you access all state, county, or city codes set up in the State, County, or City Master files.

F9 Access Add mode.

F10 Access Change mode.

F12 Return to the Name and Address screen where you can maintain another

personnel file.

F18 Access the Direct Deposit Maintenance screen.

Enter Save the information.

Direct Deposit Maintenance Screen

The system displays this screen when you press F18 at the Personnel Data Maintenance, Name and Address screen, the Wage Rates screen, the Job and Memo Information screen, or the State/County/City Information screen.

Use this screen to maintain the direct deposit bank and amount information for each employee.

Seq	Bank R/T No.	Bank Account No.	C/S	Byp	Start Date	Stop Date	Amount \$/%
991	321070007	9594056001	S		1/09/99	0/00/00	<--- Default
990	321070007 000000000	9594052384	C		1/09/99 0/00/00	0/00/00 0/00/00	

Field Descriptions

EMPLOYEE - Display only. This is the employee code and last name, first name, and middle initial for whom you are maintaining direct deposit information.

ACTION BUTTON - Optional. To change any information on an active account, select Change (“C”). The system displays the Direct Deposit Maintenance, Bank Account Change screen. After changing an active account, pre-notification must be reprocessed.

To make changes due to a response from pre-notification before an account is active, select the account and press Pre-note (“P”). The system begins the pre-notification process again.

To delete a bank account, select the account and press Delete (“D”).

To hold (bypass) the account until it is manually released after it is active, select the account and press Hold (“H”).

To release a held account for the next pay period, select the account and press Release (“R”).

SEQ (Sequence) - Optional. Maximum 3 digits. To indicate the order in which you want active accounts credited, type a sequence number. If you do not identify a sequence number, the system will place a sequence number "990" on the default account and begin the next account with "10." For any subsequent account without a sequence number, the system will use ascending increments of 10.

The system uses the account with the highest sequence number as the default account. The default account is credited last after all other accounts are credited.

The system directs pay to accounts with the lowest sequence number through the highest sequence number until all net pay has been directed. When you save the information, the system automatically re-numbers the records in increments of 10.

BANK R/T NO (Bank Account Transit Code Number) - Required. Maximum 9 digits. Type the bank's transit code number from the deposit slip you receive from the employee. The routing number determines the bank to which the direct deposit will be made. The first two digits must be federal district numbers. The system validates this number against automated clearing hours telephone transmission standards.

BANK ACCOUNT NO - Required. Maximum 17 digits. Type the bank account number received from the employee. This field accepts numbers and hyphens (-) only.

C/S (Checking/Saving) - Required. Maximum 1 character. To indicate that the account is a checking account, type a "C." To indicate that it is a savings account, type an "S."

BYP (Bypass) - Display only. If you hold an active account so that the system does not use that account during direct deposit calculations, a "Y" displays. When you release the account, the field is blank.

START DATE - Optional. Maximum 6 digits. To indicate the date on which the account becomes active, type the date. If you leave this field blank, the system adds the number of days specified in P/R Definition Setup to the system date and automatically enters that date. This is the earliest date on which an actual amount can be transmitted.

STOP DATE - Optional. Maximum 6 digits. To indicate the date on which an account becomes in-active, type the date. If this date is prior to the check generation date, the system will not process a direct deposit for the account.

AMOUNT - Required. Maximum 9 digits, 2 decimals for amounts; 4 digits, 2 decimals for percentages. Default amount is the total net pay if no other accounts are active.

To indicate a deposit amount into an active account other than the default, type the amount.

To indicate a deposit percentage into an active account other than the default, type the percentage.

The system first deposits amounts from active accounts with the lowest sequence number in ascending order until there is no more net pay to disburse.

Remaining net pay is disbursed to the default account.

\$/% (Amount/Percent) - Required. Maximum 1 character. To indicate that the number in the amount field represents an amount, type the symbol "\$." To indicate that the number in the amount field represents a percentage, type "%."

Function Key Descriptions

F3 Return to the previous screen.

F12 Return to the previous screen.

Enter Save the information.

Roll Display additional records not shown.

Direct Deposit Maintenance, Bank Account Change Screen

The system displays this screen when you select an account and press Change (“C”) at the Direct Deposit Maintenance screen.

Use this screen to make changes to an active account line. The first line displays the record you selected at the previous screen. It is display only. The field descriptions below describe only the second line.

Note: When you change a record using this screen, the system restarts the pre-notification process according to the days in P/R Definition Setup.

Seq	Bank R/T No.	Bank Account No.	C/S	Byp	Start Date	Stop Date	Amount	\$/%
990	321070007 000000000	9594052384	C		1/09/99 0/00/00	0/00/00 0/00/00		

Field Descriptions

EMPLOYEE - Display only. This is the employee number and name with which you are working.

SEQ - Required. Maximum 3 digits. To change the sequence number of the new account, type the number. You cannot duplicate an existing sequence number.

BANK R/T NO (Bank Account Transit Code Number) - Required. Maximum 9 digits. To change the routing number, type the bank's transit code. The first two numbers must be federal district numbers. The system validates this number against automated clearing house telephone transmission standards.

BANK ACCOUNT NO - Required. Maximum 17 digits. To change the bank account number, type the number. This field accepts numbers and hyphens (-)

only.

C/S (Checking/Saving) - Required. Maximum 1 character. To indicate that the new account is a checking account, type a “C.” To indicate that it is a savings account, type an “S.”

BYP (Bypass) - Display only. This field is not used for changing bank account numbers.

START DATE - Optional. Maximum 6 digits. To indicate the date on which the account becomes active, type the date. If you leave this field blank, the system adds the number of days specified in P/R Definition Setup to the system date and automatically enters that date. This is the earliest date on which an actual amount can be transmitted.

STOP DATE - Optional. Maximum 6 digits. To indicate the date on which an account becomes in-active, type the date. If this date is prior to the check generation date, the system will not process a direct deposit for the account.

Note: If you leave this field blank and press Enter, the system automatically fills this field with the system date when you return to the Direct Deposit Maintenance screen for the existing record.

AMOUNT - Required. Maximum 9 digits, 2 decimals for amounts; 4 digits, 2 decimals for percentages. To specify the portion of the pay that will be directed to this account, type the amount or percentage.

If the net pay does not equal the total of amounts entered, the system makes deposits in the order in which you sequence the accounts.

\$/% (Amount/Percent) - Required. Maximum 1 character. To indicate that the number in the amount field represents an amount, type the symbol “\$.” To indicate that the number in the amount field represents a percentage, type “%.”

Function Key Descriptions

F3 Return to the previous screen without saving the information.

F12 Return to the previous screen without saving the information.

Enter Save the information and return to the Direct Deposit Maintenance screen.

Roll Display additional records not shown.

Employee Maintenance Log (MCG908)

Access

Menu 104, Option 1

Purpose

The Employee Maintenance Log (MCG908) prints automatically when you specify it to do so in P/R Definition Setup. The system prints this report when you add or change a personnel record.

Use the report as an audit of the changes you make to the Labor Master files.

For more information, see “Personnel Data Maintenance” in this chapter.

Print Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 1, Personnel Master. The system displays the Personnel Data Maintenance, Name and Address screen.
- Step 2:** At the Personnel Data Maintenance, Name and Address screen, add or maintain records according to the “Personnel Data Maintenance” task and press Enter. The system automatically produces the maintenance log when you update the records.
- Step 3:** To return to the menu, press F3.

Contents

The information in this report comes from many files including the Labor Master file (AGLBMS), the Labor Master - Federal And Base file (AALBMS), the Labor Master - State file (ABLBMS), the Labor Master - City file (ACLBMS), the Labor Master - County file (AFLBMS) and the Direct Deposit Master File (BKDDEP).

This report sorts by employee number.

Sample reports follow this description.

----- AFTER -----

EMP NO 00016

EMP NAME	PETER	L BYER	UNION	0010	P/R BANK	WF	P/R TAX SCHED	2	HIRED	1/17/89
STREET/P.O.	22381 WICHAM DRIVE		W/C REF	00	EQUIPMENT N		FEDERAL EXEMP	02	TERM	0/00/00
CITY/STATE	WALNUT CREEK, CA		W/C CLASS	0000	JOB NO.	000000	ADDED FIT \$.00	TERM CODE	
ZIP CODE	94596		SUB UNION		NO PAYROLL CHECK		ADDED FIT %	.0	OCCUP CDE	150
TELEPHONE 1	9254317821		SALARY	.00	NO CERT P/R		MEDICAL PLAN		ADR PRINT CODE	0
TELEPHONE 2	0000000000		SALARY CHG	0/00/00	TAX STATE	00	SAVINGS ACCT NO.			
SOC SEC NO.	781-42-6738		WAGE 1	.0000	UNEMPL. ST	00	REHIRE DATE	0/00/00	UN RPT CLASS	
GENDER	M		WAGE 2	.0000	W/C STATE	00	FULL TIME DT	0/00/00	OT. EXEMP	
ETHNIC	C		WAGE 3	.0000	HOME JOB CHARGE	000000	ABSENT DATE	0/00/00	SAL RECHARGE	
MARITAL	2		WAGE 4	.0000	HOME ALLOC	0000000000	DEFAULT JOB	900201	RECHG RATE	.0000
BIRTH DATE	3/03/55		WAGE 5	.0000	HOME JOB RELIEF	000000	DFT ALLOC	0000000000	NO REHIRE	
CITY TAX CODE	0000	COUNTY TAX CODE	000		HOME ALLOC	0000000000	DEPT JOB NO.	000000	EMPLOYEE GRP	000
			PENSION CODE							
										CREW
STREET/P.O.			RETIRE CODE		STANDARD WORK WEEK	000	WK GUARANTEE	.00	PROFIT SHARE	
CITY/STATE			NO FICA		GROUP LIF INS		SHARE ACCT NO			
ZIP CODE			EMP STATUS		LIFE INS	0	INS ADD DATE	0/00/00	LOG TERM DIS	
			UNIT NUMBER		RENT	.00	INS DLT DATE	0/00/00		
			VETERANS STATUS		401K DFED PCT	00	401K VOL PCT	00	DISABLED STATUS	

----- AFTER -----

EMP NO 00016 STATE 6 COUNTY CITY

EMP NAME	PETER	L BYER	STATE	6	STATE EXEMP.	2	PERS EXEMP	ITEM DED	NO SDI	NON RES	ADDED SIT	ADDED SIT %
			TAX TABLE TYP	2	FILING TYPE	1	ADDL ANNUAL EX \$					

----- BEFORE -----

EMP NO 00053

EMP NAME	DERRICK	L MAYBERRY	UNION	0010	P/R BANK	P/R TAX SCHED	1	HIRED	4/15/97
STREET/P.O.	2002 WASHINGTON STREET		W/C REF	00	EQUIPMENT N	FEDERAL EXEMP	00	TERM	0/00/00
CITY/STATE	THISTLEY, CA		W/C CLASS	0000	JOB NO.	ADDED FIT \$.00	TERM CODE	
ZIP CODE	95555		SUB UNION		NO PAYROLL CHECK	ADDED FIT %	.0	OCCUP CDE	150
TELEPHONE 1	0000000000		SALARY	.00	NO CERT P/R	MEDICAL PLAN		ADR PRINT CODE	0
TELEPHONE 2	0000000000		SALARY CHG	0/00/00	TAX STATE	SAVINGS ACCT NO.			
SOC SEC NO.	541-89-7511		WAGE 1	.0000	UNEMPL. ST	REHIRE DATE	0/00/00	UN RPT CLASS	
GENDER	M		WAGE 2	.0000	W/C STATE	FULL TIME DT	0/00/00	OT. EXEMP	
ETHNIC			WAGE 3	.0000	HOME JOB CHARGE	ABSENT DATE	0/00/00	SAL RECHARGE	
MARITAL	1		WAGE 4	.0000	HOME ALLOC	0000000000	DEFAULT JOB	000000	RECHG RATE .0000
BIRTH DATE	0/00/00		WAGE 5	.0000	HOME JOB RELIEF	000000	DFT ALLOC	0000000000	NO REHIRE
CITY TAX CODE	0000	COUNTY TAX CODE	PENSION CODE		HOME ALLOC	0000000000	DEPT JOB NO.	000000	EMPLOYEE GRP 000

STREET/P.O.		RETIRE CODE	STANDARD WORK WEEK	000	WK GUARANTEE	.00	PROFIT SHARE	
CITY/STATE		NO FICA	GROUP LIF INS		SHARE ACCT NO			
ZIP CODE		EMP STATUS	LIFE INS	0	INS ADD DATE	0/00/00	LOG TERM DIS	
		UNIT NUMBER	RENT	.00	INS DLT DATE	0/00/00		
		VETERANS STATUS	401K DFRD PCT	00	401K VOL PCT	00	DISABLED STATUS	

----- AFTER -----

EMP NO 00053

EMP NAME	DERRICK	L MAYBERRY	UNION	0010	P/R BANK	P/R TAX SCHED	1	HIRED	4/15/97
STREET/P.O.	2002 WASHINGTON STREET		W/C REF	00	EQUIPMENT N	FEDERAL EXEMP	00	TERM	2/16/99
CITY/STATE	THISTLEY, CA		W/C CLASS	0000	JOB NO.	ADDED FIT \$.00	TERM CODE	2
ZIP CODE	95555		SUB UNION		NO PAYROLL CHECK	ADDED FIT %	.0	OCCUP CDE	150
TELEPHONE 1	0000000000		SALARY	.00	NO CERT P/R	MEDICAL PLAN		ADR PRINT CODE	0
TELEPHONE 2	0000000000		SALARY CHG	0/00/00	TAX STATE	SAVINGS ACCT NO.			
SOC SEC NO.	541-89-7511		WAGE 1	.0000	UNEMPL. ST	REHIRE DATE	0/00/00	UN RPT CLASS	
GENDER	M		WAGE 2	.0000	W/C STATE	FULL TIME DT	0/00/00	OT. EXEMP	
ETHNIC			WAGE 3	.0000	HOME JOB CHARGE	000000	ABSENT DATE	0/00/00	SAL RECHARGE
MARITAL	1		WAGE 4	.0000	HOME ALLOC	0000000000	DEFAULT JOB	000000	RECHG RATE .0000
BIRTH DATE	0/00/00		WAGE 5	.0000	HOME JOB RELIEF	000000	DFT ALLOC	0000000000	NO REHIRE
CITY TAX CODE	0000	COUNTY TAX CODE	PENSION CODE		HOME ALLOC	0000000000	DEPT JOB NO.	000000	EMPLOYEE GRP 000

STREET/P.O.		RETIRE CODE	STANDARD WORK WEEK	000	WK GUARANTEE	.00	PROFIT SHARE	
CITY/STATE		NO FICA	GROUP LIF INS		SHARE ACCT NO			
ZIP CODE		EMP STATUS	LIFE INS	0	INS ADD DATE	0/00/00	LOG TERM DIS	
		UNIT NUMBER	RENT	.00	INS DLT DATE	0/00/00		
		VETERANS STATUS	401K DFRD PCT	00	401K VOL PCT	00	DISABLED STATUS	

Detail Employee Listing - Numeric, Detail Employee Listing - Alphabetic (MCG500)

Access

Menu 104, Option 11 (Numeric)

Menu 104, Option 12 (Alphabetic)

Purpose

Use these options to print the Detail Employee Listing - Numeric (MCG500) or the Detail Employee Listing - Alphabetic (MCG500). Depending upon your selection, the system sorts the information by employee number or by employee name. This report prints most of the contents of the Labor Master files.

To change the information on this report, use “Personnel Data Maintenance” in this chapter.

For a short listing of the Labor Master file, use the Summary By Employee Number or the Summary By Employee Name (MCG110) options.

You can also sort employees by union using the Current P/R Year Listing By Union (MCG116).

Print Procedure

Step 1: At the P/R Personnel Menu (104) choose Option 11, Detail By Employee Number or Option 12, Detail By Employee Name. The system displays the standard report request screen with the title “Detail By Employee Number Listing” or “Detail By Employee Name Listing.”

Step 2: Optionally change the report date.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Contents

The information for the Detail Employee Listing report comes from the Labor Master file (AGLBMS), Labor Master City file (ACLBMS), Labor Master County file (AFLBMS), Labor Master State file (ABLBMS) and Direct Deposit Master File (BKDDEP).

Sample reports follow this description.

Short Employee Listing - Alpha, Short Employee Listing - Numeric (MCG110)

Access

Menu 104, Option 13 (Numeric)

Menu 104, Option 14 (Alpha)

Purpose

Use these options to print the Short Employee Listing - Numeric (MCG110) or Short Employee Listing - Alpha (MCG110). Depending upon your print selection, this report sorts the information by employee number or by employee last name.

To change the information on this report, use “Personnel Data Maintenance” in this chapter.

For a detailed listing of the Labor Master file, use the Detail Employee Listing - Numeric (MCG500) or the Detail Employee Listing - Alphabetic (MCG500).

You can also sort employees by union using the Current P/R Year Listing By Union (MCG116).

Print Procedure

Step 1: At the P/R Personnel Menu (104) choose Option 13, Summary By Employee Number or Option 14, Summary By Employee Name. The system displays the standard report request screen with the title “Summary By Employee Number Listing,” or “Summary By Employee Name Listing.”

Step 2: Optionally change the report date.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Contents

The information for the Detail Employee Listing report comes from the Labor Master file (AGLBMS) and the Labor Master - Federal And Base file (AALBMS).

Sample reports follow this description.

TrueLine Documentation-Construction				SHORT EMPLOYEE LISTING ALPHA							DATE 2/16/99 PAGE		
EMPNO	LAST NAME	FIRST NAME	MI	S.S.NO.	UNION	SUB	OCCUP	HIRED	GNDR	ETH	FEDEX	PHONE	LAST WORKED
-----	-----	-----	--	-----	-----	---	-----	-----	----	---	-----	-----	-----
00014	ABURDEE	SALOMON	T	568-95-9815	200	L	241	1/25/95	1	I	1	905 342-1298	0/00/00
50001	ARNEAU	FRANK		500-10-1111	2		241	4/01/91	1	C		555 123-1234	0/00/00
00024	FREIDMAN	SARA		254-58-7541			301	0/00/00	2			000 000-0000	0/00/00
00007	GARRISON	ROBERT	F	461-78-2938	8		109	4/19/97	1	I	2	871 458-2390	0/00/00
00035	HARDING	SHAWN		574-89-3800			109	0/00/00	1			000 000-0000	0/00/00
00022	HOMES	GREG		562-14-3214			241	0/00/00	1			000 000-0000	0/00/00
00009	HONG	TIMOTHY	R	651-89-1382	6		109	0/00/00	1		1	000 000-0000	0/00/00
00023	JACKSON	LARRY		745-12-4578			301	0/00/00	1			000 000-0000	0/00/00
00020	JOHNSON	AMANDA	P	459-89-3433	300		250	0/00/00	2	C	1	907 347-9843	0/00/00
00013	LOSHINI	AMY		543-35-2987	100		301	11/21/98	2	I	1	209 669-4311	0/00/00
00008	LOVE	ROBIN	A	213-56-4897	8		154	0/00/00	1	B	1	903 939-3329	0/00/00
00010	MARTELL	JOYCIE		541-89-4551	6		109	0/00/00	2			510 341-9822	0/00/00
00053	MAYBERRY	DERRICK	L	541-89-7511	10		150	4/15/97	1			000 000-0000	0/00/00
00002	MEDRANO	LOUISA		125-56-8611	6		601	4/15/91	2	M		925 457-1928	0/00/00
00030	MONTERO	ABEL	A	751-98-4571	6		601	0/00/00	1			000 000-0000	0/00/00
00001	PORTER	JON		100-00-1000	6		301	7/13/91	1	B		000 000-0000	0/00/00
00006	RODRIGUES	MARCUS	I	571-43-9844	6		109	6/17/87	1	M	1	415 482-1209	0/00/00
00021	ROGERS	CYNTHIA		458-71-4551			154	0/00/00	2			000 000-0000	0/00/00
00012	RONSTON	JACK	F	671-19-1278	7		701	10/15/97	1	B	1	925 928-1371	0/00/00
00025	ROYCE	ALBERT		785-45-8921				0/00/00	1			000 000-0000	0/00/00
00003	SHINTAZO	JAIME		659-34-2110	200	L	241	10/05/98	1	O	3	925 467-2390	0/00/00
00005	TRACY	RICHARD	L	674-79-9086	6		154	4/13/85	1	C		510 438-5984	0/00/00
00011	XI	CHAN		562-45-5122				7/15/96	1			415 670-3411	0/00/00

TrueLine Documentation-Construction				SHORT EMPLOYEE LISTING-NUMERIC					DATE 2/16/99		PAGE		
EMPNO	LAST NAME	FIRST NAME	MI	S.S.NO.	UNION	SUB	OCCUP	HIRE	GNDR	ETH	FEDEX	PHONE	LAST WORKED
----	-----	-----	--	-----	-----	---	-----	-----	----	---	-----	-----	-----
00001	PORTER	JON		100-00-1000	6	301	7/13/91	1	B			000 000-0000	0/00/00
00002	MEDRANO	LOUISA		125-56-8611	6	601	4/15/91	2	M			925 457-1928	0/00/00
00003	SHINTAZO	JAIME		659-34-2110	200	L 241	10/05/98	1	O	3		925 467-2390	0/00/00
00005	TRACY	RICHARD	L	674-79-9086	6	154	4/13/85	1	C			510 438-5984	0/00/00
00006	RODRIGUES	MARCUS	I	571-43-9844	6	109	6/17/87	1	M	1		415 482-1209	0/00/00
00007	GARRISON	ROBERT	F	461-78-2938	8	109	4/19/97	1	I	2		871 458-2390	0/00/00
00008	LOVE	ROBIN	A	213-56-4897	8	154	0/00/00	1	B	1		903 939-3329	0/00/00
00009	HONG	TIMOTHY	R	651-89-1382	6	109	0/00/00	1		1		000 000-0000	0/00/00
00010	MARTELL	JOYCIE		541-89-4551	6	109	0/00/00	2				510 341-9822	0/00/00
00011	XI	CHAN		562-45-5122			7/15/96	1				415 670-3411	0/00/00
00012	RONSTON	JACK	F	671-19-1278	7	701	10/15/97	1	B	1		925 928-1371	0/00/00
00013	LOSHINI	AMY		543-35-2987	100	301	11/21/98	2	I	1		209 669-4311	0/00/00
00014	ABURDEE	SALOMON	T	568-95-9815	200	L 241	1/25/95	1	I	1		905 342-1298	0/00/00
00020	JOHNSON	AMANDA	P	459-89-3433	300	250	0/00/00	2	C	1		907 347-9843	0/00/00
00021	ROGERS	CYNTHIA		458-71-4551		154	0/00/00	2				000 000-0000	0/00/00
00022	HOMES	GREG		562-14-3214		241	0/00/00	1				000 000-0000	0/00/00
00023	JACKSON	LARRY		745-12-4578		301	0/00/00	1				000 000-0000	0/00/00
00024	FREIDMAN	SARA		254-58-7541		301	0/00/00	2				000 000-0000	0/00/00
00025	ROYCE	ALBERT		785-45-8921			0/00/00	1				000 000-0000	0/00/00
00030	MONTERO	ABEL	A	751-98-4571	6	601	0/00/00	1				000 000-0000	0/00/00
00035	HARDING	SHAWN		574-89-3800		109	0/00/00	1				000 000-0000	0/00/00
00053	MAYBERRY	DERRICK	L	541-89-7511	10	150	4/15/97	1				000 000-0000	0/00/00
50001	ARNEAU	FRANK		500-10-1111	2	241	4/01/91	1	C			555 123-1234	0/00/00

Current P/R Year Listing By Union (MCG116)

Access

Menu 104, Option 15

Purpose

Use the optional Current P/R Year Listing By Union (MCG116) report as a hard copy listing of employees, grouped by union.

To change the information on this report, use “Personnel Data Maintenance” in this chapter.

For a detailed listing of the Labor Master file, use the Detail Employee Listing - Numeric (MCG500) or the Detail Employee Listing - Alphabetic (MCG500).

For a short listing of the Labor Master file, use the Summary By Employee Number or the Summary By Employee Name (MCG110) options.

Print Procedure

Step 1: From the P/R Personnel Menu (104) choose Option 15, Employee By Union Number. The system displays the standard report request screen with the title “Employee Listing By Union Number.”

Step 2: Optionally change the report date.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Contents

The information in this report comes from the Labor Master file (AGLBMS) and the Union Master (A0UNIN) file. The report sorts by union, starting each new union on a new page. All employees with a blank in the union field in the Labor Master file are listed first, under a blank union header.

A sample report follows this description.

Row Headings

UNION - The union number. If employees do not have a union number, they are listed first under a blank union.

UNION NAME - The name of the union, from the Union Master.

Column Headings

EMP # - The number of each employee in this union.

OCC CODE - The occupation code for each employee.

EMPLOYEE NAME - The employee's last name, first name, and middle initial.

ADDRESS - The employee's primary street address displays.

CITY, STATE - The employee's primary city and state address displays.

ZIP CODE -The postal code for the employee's primary address displays.

ETH -The ethnic code for the employee displays.

GENDER - The gender code for the employee displays.

Total Lines

ETHNIC CODE - For each union, the system calculates the total number of employees for each ethnic group. Employees are counted for these codes based on the E.E.O. code in the Labor Master.

GENDER - For each union, the system calculates the total number of males and females.

TrueLine Documentation-Construction				CURRENT P/R YEAR LISTING BY UNION			DATE	2/17/99	PAGE	1
EMP #	OCC CODE	EMPLOYEE NAME	*** UNION #	*** UNION NAME ADDRESS	CITY, STATE	ZIP CODE	ETH DER	GEN-		
00011	XI	CHAN		981 RUPERT AVE	THISTLEY, CA	95555	M	M		
00025	ROYCE	ALBERT								

ETHNIC CODE

0

BLACK

0

SPANISH

0

AMERICAN INDIAN

0

ORIENTAL

0

CAUCASIAN

GENDER

2

MALE

0

FEMALE

TrueLine Documentation-Construction			CURRENT P/R YEAR LISTING BY UNION			DATE	2/17/99	PAGE	3
EMP #	OCC CODE	EMPLOYEE NAME	*** UNION #	6 *** UNION NAME	CEMENT MASONS ADDRESS	CITY, STATE	ZIP CODE	ETH DER	GEN-
00001 301	PORTER	JON			123 WATERS AVE	THISTLEY, CA	95555	B	M
00002 601	MEDRANO	LOUISA			342 WEST STREET	THISTLEY, CA	95555	M	F
00005 154	TRACY	RICHARD	L		4521 CHEROKEE AVE	BURLINGAME, CA	95863	C	M
00006 109	RODRIGUES	MARCUS	I		741 WATERMAN WAY APT A-5	SAN FRANCISCO, CA	95678	M	M
00009 109	HONG	TIMOTHY	R						M
00010 109	MARTELL	JOYCIE			2317 ELM STREET	THISTLEY, CA	95555	F	F
00030 601	MONTERO	ABEL	A		2307 HOLLYWOOD WAY	THISTLEY, CA	95555		M

ETHNIC CODE	GEN- DER
1 BLACK	5 MALE
0 SPANISH	2 FEMALE
0 AMERICAN INDIAN	
0 ORIENTAL	
1 CAUCASIAN	

About Setting Up Deduction Records

After setting up a deduction for an employee, the system will take the deduction from the employee's check at the next pay cycle. There are certain combinations that are useful to know to get the system to take the correct amount. Depending upon the requirements of the deduction, the system offers two different deduction types that function in different ways.

For information about which deduction table to use for specific combinations, see "About Deduction Tables" in this chapter.

Regarding Company Owned Vehicle Allowance (COVA)

If state or federal law mandates that company vehicle use is taxable income, to properly record this income, use the procedure below.

- Step 1:** Set up a taxable lump sum pay code (use a unique pay code flagged taxable, for W-2 reporting).
- Step 2:** Set up a miscellaneous deduction for the same amount as the lump sum.

Note: The only reason to use a check type for COVA is if you are running the transaction in a January pay cycle, but want to post it to December to get it into the correct year. Otherwise, no check type is necessary.

(See below for specific set up instructions.)

If the employee does not have regular payroll with which to include the COVA:

- Step 3:** Add an additional week ending date to the Pay Date Schedule. Start the pay period.

If a pay period is already started, the COVA can be included in the regular pay cycle.

- Step 4:** Use Manual prepay to record the COVA.

At the Payroll Prepay Entry screen, type the employee number, a dummy check number, and current pay period date. Indicate that deductions are on the prepay and press Enter. The system displays the Payroll Prepay Entry, Federal and State Taxes screen.

- Step 5:** At the Payroll Prepay Entry, Federal and State Taxes screen, calculate the FICA (HI) and FICA (OASDI) amounts for the COVA lump sum and type the information. Enter the total FICA as a negative amount for FIT.

Type the state code for the job to be used on the regular time record and the COVA amount as the taxable gross and press Enter. The system displays

the Payroll Prepay Entry, Miscellaneous Deductions screen.

- Step 6:** At the Payroll Prepay Entry, Miscellaneous Deductions screen, type the deduction code and the lump sum as the deduction amount and press Enter.

Note: You do not need to set up the individual deduction records for the employee. The system will create them for this purpose and flag the deduction to be ignored in the future.

- Step 7:** Use regular time entry to record the employee's lump sum pay code and COVA amount. Make sure the job is in the same state as that entered on the prepay.
- Step 8:** Run the pay cycle as usual. The system reduces the amount paid by the employee for FIT, but adjusts the amount necessary for employer contributed FICA.

If the employee has regular payroll with which to include COVA:

- Step 3:** Set up a deduction record for each employee who receives the COVA. The total target amount should be the COVA amount.
- Step 4:** Use regular time entry to record the employee's lump sum pay code and COVA amount.
- Step 5:** Run the pay cycle as usual. The system adds the amount to the employee's gross, calculates taxes, then deducts the amount from the employee's gross.

Typically, COVA is a yearly transaction and the deduction used can be flagged as ignored once the pay cycle is completed. However, if you need to record COVA every pay period, the system can take the required amount.

If the vehicle use remains the same for all pay periods:

1. Use the COVA lump sum code for every pay period in which you need the vehicle use taxed.
2. Set up the deduction as a Period Target Amount.
3. For payroll cycles in which you are not using the lump sum, check the Ignore Deduction flag.

If the vehicle use changes for different pay periods:

1. Set up the deduction with the COVA amount as an override and use the pay period number from the Pay Period Date Schedule File. The system will take the override amount for the pay period specified.
2. Before running the weekly gross on the next payroll cycle, add a pay period number and an override amount to correspond with the lump sum COVA amount

on the time record.

Using the Miscellaneous Deduction Master

You can set up deductions based on hours, days, period totals or percent of gross. You can also set up deductions to be immediately offset by an AP invoice. The following information explains the way to use each combination.

To Create an A/P Voucher

If you want to pay this deduction with an A/P invoice, you can specify the voucher description to be used in the A/P batch. Type the voucher description in the Payment Notes field.

The system will create a new voucher for each employee deduction taken. All vouchers will be included in the same A/P batch. For more information about paying an invoice, see the *Accounts Payable Reference Manual*.

For Per Day or Per Hour Deductions

If you want to take deductions per day or per hour, the system uses the amounts typed in these fields. The deduction rule target amounts 1-3 (total, yearly, monthly) apply to these amounts. The system stops taking the deduction once the targets have been reached. The system uses the number of days entered during time entry in calculating per day amounts. Be sure to enter daily transactions rather than one date for all hours

if you want deductions taken per day.

For Period Target Amount Deductions

If you want a specific amount to come out for each pay period, the system deducts the amount you type in this field during all pay cycles. The deduction rule target amounts 1-3 (total, yearly, monthly) apply to period target deductions.

For Percent of Gross Target Deductions

If you want the deduction to be a calculation of the gross amount the employee receives in a pay period, the system calculates the deduction based on the percentage. The deduction rule target amounts 1-3 apply to percent of gross deductions.

Use the Do Not Deduct From Gross Less Than, the With a Total Amount Not to Exceed, and Calculate Percentage of Net fields only with the Percent of Gross Target Deductions.

To specify a minimum gross wage amount earned before the system calculates the percent of gross, type the percent of gross and type an amount for the Do Not Deduct From Gross Less Than field. The system will not take the percent of gross deduction if the employee does not receive at least this amount of gross for a pay period.

☐ Ignore deduction ☐ Bypass automatic schedule

Deduct dollars per hour

Deduct dollars per day

Deduction rules

- Total target amount
- Yearly target amount
- Monthly target amount
- Period target amount
- Period percentage of gross target

Do not deduct from gross less than

With a total amount not to exceed

☐ Calculate percentage of net

Deduction history

Total to date	1.00
Total this year	1.00
Total this month	1.00

Pay period deduction overrides

Period #	Amount

(Zero period # to delete)

In the example above, the system will not calculate the 10% of gross unless the employee earns a minimum of 360.00 gross for the pay period.

To specify a maximum period amount for the deduction when using percent of gross, type the percent of gross and type a maximum deduction amount in the With a Total Amount Not to Exceed field. The system will take up to this amount even if the

results of the percent of gross calculation exceed it.

☐ Ignore deduction ☐ Bypass automatic schedule

Deduct dollars per hour

Deduct dollars per day

Deduction rules

1. Total target amount

2. Yearly target amount

3. Monthly target amount

4. Period target amount

5. Period percentage of gross target

Do not deduct from gross less than

With a total amount not to exceed

☐ Calculate percentage of net

Deduction history

Total to date	1.00
Total this year	1.00
Total this month	1.00

Pay period deduction overrides

Period #	Amount

(Zero period # to delete)

In the example above, the system will always calculate the 10% of gross, but will take a maximum of 75.00 for the pay period. The system will also adjust the deduction so that if an employee does not earn enough to calculate 75.00, any calculation up to the maximum will be taken.

To specify the percent of gross amount be calculated as a percent of net, type the percent of gross and check the Calculate Percentage of Net flag.

☐ Ignore deduction ☐ Bypass automatic schedule

Deduct dollars per hour

Deduct dollars per day

Deduction rules

1. Total target amount

2. Yearly target amount

3. Monthly target amount

4. Period target amount

5. Period percentage of gross target

Do not deduct from gross less than

With a total amount not to exceed

☒ Calculate percentage of net

Deduction history

Total to date	1.00
Total this year	1.00
Total this month	1.00

Pay period deduction overrides

Period #	Amount

(Zero period # to delete)

In the example above, the system will calculate 10% of the net earnings instead of gross earnings. If you use Do not deduct from gross less than, the system will still verify that *gross* earnings exceed the amount before calculating the 10% deduction on the net amount.

For Monthly, Yearly and Total Target Amounts

If you want to specify a maximum monthly, yearly, or total amount for the deduction, the system stops taking the deduction once the history fields have reached the specified amount. When the monthly history is cleared, the system will begin to take the deduction again. The system clears monthly history at the end of a payroll cycle that is flagged as Clear Deductions in the Pay Period Date Schedule. Total target

history is never cleared.

Note: If you need to adjust a deduction when too much has been taken from an employee's check, you can put the monthly, yearly or total target amounts to *less than* the corresponding history fields. The system will add the adjusted amount to the employee's next payroll check.

For Different Check Types

If you want the deduction to be taken when you use a check type, you must set each check type up separately. A deduction without a check type is used during any normal payroll cycle in which no check type has been specified.

For Ignoring Deductions

For any pay period, check the Ignore Deduction flag before weekly gross has been run and the system will not take the deduction. The deduction will be ignored until the flag is removed.

For Overriding Pay Periods

If you want to add or change a deduction for one or more specific pay periods, the system will use the override amounts you set up for the pay period(s) you specify. The system will take override deductions specified whenever the period number in the Pay Period Date Schedule corresponds with the period number in the overrides table. The overrides can be used with or without the Bypass Automatic Schedule flag and various results will occur.

To specify one period (or a number of random period) deduction(s), no Bypass Automatic Schedule flag is necessary. Leave Per Hour, Per Day and Percent of Gross blank. Type the specific information into the Pay Period Deduction Overrides fields. The system will take the amounts for the periods you specify.

The screenshot shows a software interface for setting up deductions. It includes several sections:

- Flags:** ☐ Ignore deduction, ☐ Bypass automatic schedule
- Deduct dollars per hour:** [Text box]
- Deduct dollars per day:** [Text box]
- Deduction rules:**
 - 1. Total target amount: [Text box]
 - 2. Yearly target amount: [Text box]
 - 3. Monthly target amount: [Text box]
 - 4. Period target amount: [Text box]
 - 5. Period percentage of gross target: [Text box]
 - Do not deduct from gross less than: [Text box]
 - With a total amount not to exceed: [Text box]
 - ☐ Calculate percentage of net
- Deduction history:**
 - Total to date: .00
 - Total this year: .00
 - Total this month: .00
- Pay period deduction overrides:**

Period #	Amount
4	80.00
8	50.00
12	80.00
16	50.00

(Zero period # to delete)

In the example above, the system will only take the amounts specified when the period number in the Pay Period Date Schedule corresponds with the period number on the deduction master. The deduction will not be taken for any other periods.

To change the amount taken for one pay period, check the Bypass Automatic Schedule flag and type the period and amount information in the Pay Period Deduction Overrides fields. The system will ignore any other amounts for the specified pay period and take only the override amount.

☐ Ignore deduction ☒ Bypass automatic schedule

Deduct dollars per hour

Deduct dollars per day

Deduction rules

1. Total target amount

2. Yearly target amount

3. Monthly target amount

4. Period target amount

5. Period percentage of gross target

Do not deduct from gross less than

With a total amount not to exceed

☐ Calculate percentage of net

Deduction history

Total to date .00

Total this year .00

Total this month .00

Pay period deduction overrides

Period #	Amount
15	50.00

(Zero period # to delete)

In the example above, the system will bypass the 25.00 for each pay period. When the pay period number in the Pay Period Date Schedule is 15, the system will take 50.00.

To add an amount taken for one pay period, do not check the Bypass Automatic Schedule flag. Type the additional amounts for the pay period needed in the Pay Period Deduction Overrides fields. The system takes both the regular deduction and the override amounts for the specified pay periods.

☐ Ignore deduction ☐ Bypass automatic schedule

Deduct dollars per hour

Deduct dollars per day

Deduction rules

1. Total target amount

2. Yearly target amount

3. Monthly target amount

4. Period target amount

5. Period percentage of gross target

Do not deduct from gross less than

With a total amount not to exceed

☐ Calculate percentage of net

Deduction history

Total to date .00

Total this year .00

Total this month .00

Pay period deduction overrides

Period #	Amount
4	80.00
8	50.00
12	80.00
16	50.00

(Zero period # to delete)

In the example above, the system will take 25.00 for each pay period. When the pay period number in the Pay Period Date Schedule corresponds to an override period number, the system will take amount in the override table only.

Using the 401K and 125S Deductions Master

You can set up 401k and 125s deductions based on period totals or percent of gross. You can also set up a 401k/125s deduction to create an A/P invoice at payroll completion. The following information explains the set up for specific requirements.

To Create an A/P Voucher

If you want to pay this deduction with an A/P invoice, you can specify the voucher description to be used in the A/P batch. Type the voucher description in the Payment Notes field.

<input type="checkbox"/> Ignore deduction	
Deduction rules	
Period target amount	100.00
Monthly target amount	.00
Yearly target amount	.00
Total target amount	.00
Period percentage of gross target	25.00
Do not deduct from gross less than	.00
Leave at least this amount	.00
Payment notes: WELLINGTON INDEX FUND	
Deduction history	
Total this month	300.00
Total this year	300.00
Total to date	300.00

The system will create a new voucher for each employee deduction taken. All vouchers will be included in the same A/P batch. For more information about paying an invoice, see the *Accounts Payable Reference Manual*.

For a Specific Amount

To have the system take a specific amount every pay period, type the specific amount as the period target amount and type 100 in the percent of gross field. The system will limit the amount taken for each pay period to the amount defined in the period target amount. If wages are too low to take the period target amount, the system will take all of the employee's gross wages. This deduction can be limited using the Do Not Deduct From Gross Less Than field, described below.

Deduction rules		Deduction history	
Period target amount	30.00	Total this month	83.10
Monthly target amount	.00	Total this year	83.10
Yearly target amount	.00	Total to date	83.10
Total target amount	.00		
Period percentage of gross target	100.00		
Do not deduct from gross less than	.00		
Leave at least this amount	.00		

In the example above, the system will calculate the 100% of gross, but use the period target amount as a maximum so that only 30.00 will be taken. If the employee earns less than 30.00 gross, the system will take the entire amount of gross, adjusting the deduction amount up to 30.00.

For Percentage of Gross Target Amounts

If you want the system to take the deduction as a percentage of the gross amount an employee receives on the paycheck, the system will take the amount you specify in this field. 401K and 125S deductions require a percent of gross amount. This required field can be used in various ways.

To specify a minimum gross wage amount for the system to calculate the percent of gross, type the percent of gross and type an amount for the Do Not Deduct From Gross Less Than field. The system will not take the percent of gross deduction if the employee does not receive at least this amount of gross for a pay period.

Deduction rules		Deduction history	
Period target amount	<input type="text" value=".00"/>	Total this month	83.10
Monthly target amount	<input type="text" value=".00"/>	Total this year	83.10
Yearly target amount	<input type="text" value=".00"/>	Total to date	83.10
Total target amount	<input type="text" value=".00"/>		
Period percentage of gross target	<input type="text" value="20.00"/>		
Do not deduct from gross less than	<input type="text" value="250.00"/>		
Leave at least this amount	<input type="text" value=".00"/>		

In the example above, the system will calculate the deduction as 20% of gross earnings, but will not take the deduction unless the employee earns at least 250.00.

To leave an employee with a net amount on every paycheck, specify a percent of gross for the deduction and type the amount the employee must receive on the paycheck in the Leave At Least This Amount field. *Each* deduction the employee has *must* be set up using 401K and 125S Deduction Master.

Deduction rules		Deduction history	
Period target amount	<input type="text" value=".00"/>	Total this month	83.10
Monthly target amount	<input type="text" value=".00"/>	Total this year	83.10
Yearly target amount	<input type="text" value=".00"/>	Total to date	83.10
Total target amount	<input type="text" value=".00"/>		
Period percentage of gross target	<input type="text" value="20.00"/>		
Do not deduct from gross less than	<input type="text" value=".00"/>		
Leave at least this amount	<input type="text" value="460.00"/>		

In the example above, the system will calculate the deduction as 20% of gross earnings, but will adjust the deduction so that the employee has a check of 460.00 if the calculation takes net below the leave amount.

For Target Amounts on Pre-Tax Deductions

If government regulations specify that the amount taken prior to taxes is limited, target amounts are used for these limits. A deduction table must be set up with a header that includes the region with the limits. The deduction table must also indicate that the deduction is taken *prior* to the region.

Use the Federal Income Tax Limits screen to indicate the deduction amounts. Use the other tax limits screens to control regional limits.

To limit specific taxes (prior only to city tax, for example), type the maximum amount taken prior to taxes using the screen that corresponds to the tax. The system will take the deduction prior to taxes until the deduction amounts reach the limits. Any deduction that goes beyond this amount will be taken after the tax.

City income tax limits			
Employee	00008	ROBIN	A LOVE
Ck type	Employee/Employer designation I		
State	6	CALIFORNIA	Cnty 1001 WALNUT CREEK
Ded #	401	PRE CITY TAXES	
Deduction rules			
Period target amount	50.00		
Monthly target amount	.00		
Yearly target amount	.00		
Total target amount	.00		
Deduction history			
Total this month	.00		
Total this year	.00		
Total to date	.00		

In the example above, the deduction will be taken prior to city taxes until the deduction reaches 50.00, then the deduction will be taken after city taxes.

For Monthly, Yearly and Total Target Amounts

If you want to specify a maximum monthly, yearly, or total amount for deductions, the system stops taking the deduction once the history fields have reached the specified amount. When the monthly history is cleared at the end of a payroll cycle, the system will begin to take the deduction again. Total target history is never cleared.

If you need to adjust a deduction when too much has been taken from an employee's check, you can put the monthly, yearly or total target amounts to *less than* the corresponding history fields. The system will add the adjusted amount to the employee's next payroll check.

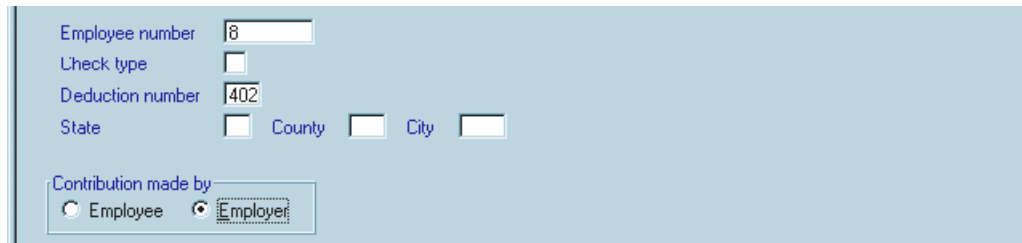
For Different Check Types

If you want the deduction to be taken when you use a check type, you must set each check type up separately. The check type that you choose when you add the record becomes header information and must always be specified to select the record. An employee deduction without a check type is used during any normal payroll cycle in which no check type has been specified.

For Employee/Employer Deductions

Once you add a record, employee ("I") or employer ("E") become header information

and must always be specified to select the record.



The screenshot shows a light blue form with the following fields and controls:

- Employee number:
- Check type: ☐
- Deduction number:
- State: County: City:
- Contribution made by:
☐ Employee ☒ Employer

Employee records are deducted from the employee's paycheck.

Employer records are burden and show up on the pre-completion and completion reports, but not at check generation. The system uses one G/L account for all employee accrual. The burden included on pre-completion and completion reports is a total contribution for all employees.

Use the 401K Contribution and 125S Insurance Deduction Labor Master Listing (MCP124) to see current and prior year employer liability accruals for each employee.

To actually pay the burden accrued through employer contributions, you may need to create an Accounts Payable liability. For more information, see "To create an A/P Voucher" above.

For Ignoring Deductions

For any pay period, check the Ignore Deduction flag before weekly gross has been run and the system will not take the deduction. The deduction will be ignored until the flag is removed.

Deduction Master Maintenance

Access

Menu 104, Option 2

Description

Use this option to maintain the Deductions Labor Master File (ADLBMS). When you set up automatic deductions for an employee, the system deducts the specified amount from an employee or employees who have the deduction during a payroll cycle.

The system makes earnings deductions in numerical order according to the priority code and deduction numbers defined in the Deduction Table. For employees with multiple deductions in the same priority code, the deduction number determines the order in which amounts are deducted. However, 401(k) and 125(s) deductions will always be taken before miscellaneous deductions if they have the same priority number, regardless of the deduction number.

You can also create an automatic A/P batch for a deduction amount at payroll completion. The system will create an immediate offset to the deduction credit account and will debit the A/P liability account derived with the liability type you specify in P/R Definition Setup. For more information about setting up automatic A/P batch creation, see “About Deduction Based Invoice Generation” in this chapter.

You maintain deductions and define the valid deduction numbers through Deduction Table Maintenance at the P/R Master Files Menu. Deductions must be defined in the Deduction Table before you can use this option.

Caution: Do not use the same deduction number for new deductions, even if you delete the previous deduction from the deduction table. Deduction history is retained according to deduction number and the total to date will remain even after a deduction is deleted causing problems with limits. Unreliable results may occur.

For more information on using deductions, see “About Setting Up Deduction Records” preceding this task.

To print a listing of the deduction records set up for employees, use the Earnings Listing, Detail By Employee option on the P/R Personnel Menu.

Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 2, Deduction Master. The system displays the Deduction Master Maintenance, Selection Criteria screen.
- Step 2:** At the Deduction Master Maintenance, Selection Criteria screen, select the record you want to add, maintain or delete. Deductions are unique according to employee number, deduction number and check type.

To select a deduction for an individual employee, enter the employee number, the deduction number and, if applicable, the check type. The

system displays the Deduction Master Maintenance, Deduction Rules and History screen.

To select a deduction for all employees, enter the deduction number and, if applicable, the check type. The system displays the Deduction Master Maintenance, Universal Deduction Change For All Existing Employees screen.

To select from a list of all deductions for an individual employee, type the employee number and check type and press Enter. The system displays the Deduction Master Maintenance, Employee Deduction List screen.

Step 3: At the Deduction Master Maintenance, Employee Deduction List screen, select the deductions you want to maintain and press Fetch (“F”). The system displays the Deduction Master Maintenance, Deduction Rules and History screen.

To return to the Selection Criteria screen, press F12.

Step 4: At the Deduction Master Maintenance, Deduction Rules and History screen, add and maintain deduction rules according to the Field Descriptions and press Enter. The system returns to the previous screen.

To delete an employee’s deduction, press F11. Press F11 again to confirm deletion. The system returns to the Deduction Master Maintenance, Selection Criteria screen.

Note: You can only delete an employee’s deduction record if no amounts have been accrued in the history fields and no time records exist for the employee.

To return to the previous screen without changing the deduction, press F12.

Step 5: At the Deduction Master Maintenance, Universal Deduction Change For All Existing Employees screen, to add or change a deduction for all employees according to the Field Descriptions.

To process the Universal Change, press F14. The system returns to the Deduction Master Maintenance, Selection Criteria screen.

Step 6: To return to the menu, press F3.

Deduction Master Maintenance, Selection Criteria Screen

The system displays this screen when you select Deduction Master at the P/R Personnel Menu.

Use this screen to select the deduction records you want to add or maintain.

Selection Criteria

To add or maintain a deduction for a single employee, enter the employee number, deduction number and, if applicable, the check type. (A blank check type means routine payroll.)

To access a list of existing deductions for a single employee, enter the employee number and, if applicable, the check type.

To maintain a specific deduction for a group or for all employees, type the deduction number and, if applicable, the check type.

Employee number

Deduction number

Check type

Enter=OK F3=Exit F4=List F12=Cancel

Field Descriptions

EMPLOYEE NUMBER - Optional. Maximum 5 characters. To add or maintain deduction records for a specific employee, type the employee number.

To add or maintain deduction records for all employees, leave blank.

If employee numbers must be numeric, then this field becomes “Maximum 5 digits.”

DEDUCTION NUMBER - Optional. Maximum 3 digits. To add or maintain a specific deduction number, type the number. To access a list of deductions for a specific employee, leave blank. The system validates the number against the Deduction Table file.

CHECK TYPE - Optional. Maximum 1 character. To add or maintain a deduction for a specific check type, type the code.

Function Key Descriptions

F3 Return to the menu.

F4 Access the Window List for the field the cursor is in.

F12 Return to the menu.

Enter Access the next screen depending upon the fields you filled.

When adding a record, the system displays the message “Press enter to add the individual deduction.” Press Enter again to access the Deduction Master Maintenance, Deduction Rules and History screen.

Deduction Master Maintenance, Employee Deduction List Screen

The system displays this screen when you select an employee number and, if applicable, the check type at the Deduction Master Maintenance, Selection Criteria screen.

Use this screen to select deduction records for the specified employee and check type.

Employee Deduction List

Check type	First name	JAIME	Middle initial
Employee # 17	Last name	RODRIGUES	Social security# 459-28-3984

Fetch

Deduct.	Description
100	CONTRA COSTA CHILD SUPPORT

F3=Exit F12=Cancel

Field Descriptions

CHECK TYPE - Display only. The check type you enter at the selection screen displays. A blank means current pay period.

EMPLOYEE # - Display only. The employee number you enter at the selection screen displays.

FIRST NAME - Display only. The first name of the employee you select displays.

MIDDLE INITIAL - Display only. The middle initial of the employee you select displays.

LAST NAME - Display only. The last name of the employee you select displays.

SOCIAL SECURITY # - Display only. The social security number of the employee you select displays.

ACTION BUTTON - Optional. To maintain an employee's deduction, select the record and press Fetch ("F").

DEDUCT. (Deduction number) - Display only. The system displays the deduction

number of each deduction currently defined for the specified employee and check type selected.

DESCRIPTION - Display only. The system displays a description from the Deduction Table file for each deduction.

Note: If you delete a deduction after already setting the deduction up for an employee in the Deduction Master, the system will not be able to find the description, although the deduction number will display.

Function Key Descriptions

F3 Return to the selection screen.

F12 Return to the selection screen.

Roll Display additional records not shown.

Deduction Master Maintenance, Deduction Rules and History Screen

The system displays this screen when you enter an employee number, deduction number, and check type at the selection screen or you press Fetch ("F") at the Employee Deduction List screen.

Use this screen to define and maintain the rules and history of a specific employee deduction.

MCG912 DEDUCTION MASTER MAINTENANCE

Options Help

Deduction Rules And History

Check type	First name	JAIME	Middle initial
Employee # 17	Last name	RODRIGUES	Social security# 459-28-3984
Deduct. no 100	Desc	CONTRA COSTA CHILD SUPPORT	

☐ Ignore deduction
 ☐ Bypass automatic schedule

Deduct dollars per hour
 Deduct dollars per day

Deduction rules

- Total target amount
- Yearly target amount
- Monthly target amount
- Period target amount
- Period percentage of gross target

Do not deduct from gross less than
 With a total amount not to exceed
☐ Calculate percentage of net

Payment notes

Deduction history

Total to date	700.00
Total this year	700.00
Total this month	450.00

Pay period deduction overrides

Period #	Amount

(Zero period # to delete)

< >

Field Descriptions

CHECK TYPE - Display only. The check type you enter at the selection screen displays. A blank means current pay period.

EMPLOYEE # - Display only. The employee number you enter at the selection screen displays.

DEDUCT NO - Display only. The system displays the deduction number you selected.

FIRST NAME - Display only. The first name of the employee you select displays.

LAST NAME - Display only. The last name of the employee you select displays.

DESC - Display only. The system displays the description of the deduction from the Deduction Table.

MIDDLE INITIAL - Display only. The middle initial of the employee you select displays.

SOCIAL SECURITY # - Display only. The social security number of the employee you select displays.

IGNORE DEDUCTION - Optional. To have the system ignore the deduction, check the box ("Y"). The system will not include this deduction in calculations until you remove this flag, nor will the deduction appear on the Scheduled Deductions (MCP275) report.

BYPASS AUTOMATIC SCHEDULE - Optional. To have the system bypass the regular deduction, check the box ("Y"). The system will not take the deduction for the pay period and the deduction will not show up on the Scheduled Deductions (MCP275) report.

If you want to apply only the Pay Period Deduction Override amounts, check the box ("Y"). The system uses *only* the amounts you define for the periods you specify and ignores the standard deduction and deduction rules.

If you want to apply Pay Period Deduction Overrides for some periods and standard deductions for others, leave blank. The system uses the overrides for the pay periods you specify and uses the standard deduction in all other pay periods.

DEDUCT DOLLARS PER HOUR - Optional. Maximum 7 digits, 2 decimals. To specify an amount per hour to deduct, type that amount. If this field is filled, the system uses this amount for regular deductions.

Note: If you enter both dollars per hour and dollars per day, the system will deduct both amounts for regular deductions.

DEDUCT DOLLARS PER DAY - Optional. Maximum 7 digits, 2 decimals. To specify an amount per day to deduct, type the amount. If this field is filled, the system uses this amount for regular deductions.

To have the system take per day deductions correctly, you must record each day worked as a separate line record in Time Entry. For each different day, the system deducts the amount.

Deduction Rules - The deduction rules 1-5 apply only to the regular deductions taken per day or per hour. These rules *do not* apply to override amounts.

Note: Once a deduction has been taken, if you change the target amount for total, yearly, or monthly to *less* than is displayed in the history fields, the system will refund the difference by increasing the net amount when calculating checks.

1. **TOTAL TARGET AMOUNT** - Optional. Maximum 9 digits, 2 decimals. To specify a maximum limit for this deduction, type the amount. The system stops calculating the deduction when the deduction reaches this amount.
2. **YEARLY TARGET AMOUNT** - Optional. Maximum 9 digits, 2 decimals. To specify a maximum limit per year, type the amount. The system does not deduct more than this amount in a calendar year. When you complete the annual payroll completion, the system clears the deduction

history “Total This Year.”

3. **MONTHLY TARGET AMOUNT** - Optional. Maximum 9 digits, 2 decimals. To specify a maximum limit for each month, type the amount. The system will not deduct more than this amount in a single payroll month. For any period flagged to clear deductions during Pay Period Date Maintenance, the system clears the deduction history “Total This Month” at completion.

Note: When the system cannot take a scheduled deduction due to target amounts, it prints the employee and the deduction on the Deductions Not Taken report. This report is automatically generated at P/R Check Generation.

4. **PERIOD TARGET AMOUNT** - Optional. Maximum 9 digits, 2 decimals. To specify an amount for a single pay period, type the amount. If this field is filled, the system uses this amount for regular deductions. You cannot have both a period target amount and a period percent of gross target.

To determine the amount to deduct in a single pay period, the system compares the monthly, yearly, and total limits to the amounts to date in Deduction History to establish a limit. If the limit has not been reached, the system deducts either the period target amount or the portion of the period target amount which remains below the limit.

If the wages do not cover the deduction amount, the system takes no amount and lists the employee number and the deduction on the Deductions Not Taken report (MCP280). This report is generated automatically during the payroll check generation process.

5. **PERIOD PERCENT OF GROSS TARGET** - Optional. Maximum 5 digits, 5 decimals. To specify a percent of the gross wages taken for this deduction, type the percent. If this field is filled, the system calculates the amount for regular deductions based on gross pay.

To have the system apply the percent to net wages, check the box (“Y”) in the Calculate Percentage of Net field, below.

The following fields apply to period percent of gross target.

DO NOT DEDUCT FROM GROSS LESS THAN - Optional. Maximum 9 digits, 2 decimals. To specify a minimum amount of gross pay necessary to take the deduction, type the amount. The system does not take the deduction if gross pay is below this amount.

WITH A TOTAL AMOUNT NOT TO EXCEED - Optional. Maximum 9 digits, 2 decimals. To specify the maximum amount to be taken for the deduction per pay period, type the amount. The system will not take the percent of gross calculation for more than this amount.

CALCULATE PERCENTAGE OF NET - Optional. To specify that the system will deduct a percent of the net wages instead of percent of gross, check the box (“Y”). The system calculates the percentage in the Period Percentage of Gross Target above on the total net pay.

PAYMENT NOTES - Optional. Maximum 40 characters. Type the description to be used for the line in the generated A/P batch. Each employee's deduction will create a different voucher within the same batch for the payroll cycle.

For more information, see "About Deduction Based Invoice Generation" in this chapter.

Deduction History

TOTAL TO DATE - Display only. The system displays the amount deducted to date. This field is automatically updated during check generation.

TOTAL THIS YEAR - Display only. The system displays the amount deducted to date for the current year. This field is automatically updated during check generation and cleared at Annual Payroll Transition.

TOTAL THIS MONTH - Display only. The system displays the amount deducted to date for the current month. This field is automatically updated during check generation and cleared at each pay period flagged for clearance in Payroll Date Schedule.

Pay Period Deduction Overrides

Note: Overrides are not subject to limits you enter in the Deduction Rules, above.

If you want to apply only the Pay Period Deduction Override amounts, check the Bypass Automatic Schedule box, above.

If you want to apply Pay Period Deduction Overrides for some periods and standard deductions for others, leave the Bypass Automatic Schedule box blank.

PAY PERIOD # - Optional. Maximum 2 digits. To specify the pay period to override the regular deduction, type the number. This number should correspond to the user-defined pay period from your Payroll Date Schedule.

AMOUNT - Optional. Maximum 9 digits, 2 decimals. To specify the amount to be deducted for the specified pay period, type the amount.

Function Key Descriptions

- F3** Return to the previous screen.
- F7** Display the next deduction record in numerical order for the same employee and check type.
- F8** Display the previous deduction record in numerical order for the same employee and check type.
- F11** Delete the record if no history has been accrued.
- F12** Return to the previous screen.
- Enter** Save the information and return to the previous screen.
- Roll** Access additional override fields not displayed.

Deduction Master Maintenance, Universal Deduction Change for All Existing Employees Screen

The system displays this screen when you enter a deduction number and, if applicable, a check type at the selection screen and press Enter.

Use this screen to maintain a deduction for all employees.

Note: To change a deduction rule, you must fill in the rule field *and* check the confirm change box before processing the universal change.

The screenshot shows a Windows-style application window titled "MCG912 DEDUCTION MASTER MAINTENANCE". Inside, the main title is "Universal Deduction Change For All Existing Employees". Below this, there are fields for "Check type", "Deduction no" (100), and "Desc" (CONTRA COSTA CHILD SUPPORT). There are three checkboxes: "Ignore deduction" (checked), "Bypass automatic schedule", and "Add deduction if employee doesn't have it". A section titled "Deduction rules" contains a "Confirm Change" group with several options, each with a checkbox and a text input field. To the right of this is a "Pay period deduction overrides" table with columns "Period no" and "Amount". At the bottom, there are three buttons: "Enter=OK" (with a green checkmark), "F3=Exit" (with a red X), and "F12=Cancel" (with a red circle and slash). Navigation arrows are at the bottom right.

Pay period deduction overrides	
Period no	Amount

Field Descriptions

CHECK TYPE - Display only. The check type you enter at the selection screen displays. A blank means current pay period.

DEDUCTION NO - Display only. The system displays the deduction number you selected.

DESC - Display only. The system displays the description of the deduction from the Deduction Table.

IGNORE DEDUCTION - Optional. To have the system ignore the deduction, check the box ("Y"). The system will not include this deduction in calculations until you remove this flag, nor will the deduction appear on the Scheduled Deductions (MCP275) report.

BYPASS AUTOMATIC SCHEDULE - Optional. To have the system bypass the

regular deduction, check the box (“Y”). The system will not take the deduction for the pay period and the deduction will not show up on the Scheduled Deductions (MCP275) report.

If you want to apply only the Pay Period Deduction Override amounts, check the box (“Y”). The system uses *only* the amounts you define for the periods you specify and ignores the standard deduction and deduction rules.

If you want to apply Pay Period Deduction Overrides for some periods and standard deductions for others, leave blank. The system uses the overrides for the pay periods you specify and uses the standard deduction in all other pay periods.

IF AN EMPLOYEE DOES NOT HAVE THIS DEDUCTION... - Optional. To apply this deduction to all current employees, check the box (“Y”). To apply the changes to employees who already have the deduction, leave blank.

Tip: If the deduction applies to all but a few employees, you can enter a “Y” to apply it to all employees, then delete individual records for the employees to whom the deduction does not apply.

Deduction Rules

CONFIRM CHANGE - Required. To change a deduction rule, type the change in the rule field and check the corresponding box (“Y”). For each change to the deduction, this box must be checked.

To remove deduction rules information, check the box and leave the corresponding rules field blank.

Note: If changes effect an employee by making the total, yearly, or monthly target amounts less than the employee’s history amounts, the system will refund the difference by increasing the net amount on the employee’s check.

1. **TOTAL TARGET AMOUNT** - Optional. Maximum 9 digits, 2 decimals. To specify a maximum limit for this deduction, type the amount. The system stops calculating the deduction when the deduction reaches this amount.
2. **YEARLY TARGET AMOUNT** - Optional. Maximum 9 digits, 2 decimals. To specify a maximum limit per year, type the amount. The system does not deduct more than this amount in a calendar year.
3. **MONTHLY TARGET AMOUNT** - Optional. Maximum 9 digits, 2 decimals. To specify a maximum limit for each month, type the amount. The system will not deduct more than this amount in a single payroll month.

Note: When the system cannot take a scheduled deduction due to target amounts, it prints the employee and the deduction on the Deductions Not Taken report. This report is automatically generated at P/R Check Generation.

4. **PERIOD TARGET AMOUNT** - Optional. Maximum 9 digits, 2 decimals. To specify an amount for a single pay period, type the amount. If a change

causes the employee to have dollars per day or dollars per hour *and* a period target amount, the system will take only the period target amount.

- 5. PERIOD PERCENT OF GROSS TARGET** - Optional. Maximum 5 digits, 5 decimals. To specify a percent of the gross wages taken for this deduction, type the percent. If this field is filled, the system calculates the amount for regular deductions based on gross pay.

To have the system apply the percent to net wages, check the box ("Y") in the Calculate Percentage of Net field, below.

The following fields apply to period percent of gross target.

DO NOT DEDUCT FROM GROSS LESS THAN - Optional. Maximum 9 digits, 2 decimals. To specify a minimum amount of gross pay to take the deduction, type the amount. The system does not take the deduction if gross pay is below this amount.

WITH A TOTAL AMOUNT NOT TO EXCEED - Optional. Maximum 9 digits, 2 decimals. To specify the maximum amount to be taken for the deduction, type the amount. The system will not take the percent of gross calculation for more than this amount.

CALCULATE PERCENTAGE OF NET - Optional. To specify that the system will deduct a percent of the net wages instead of percent of gross, check the box ("Y"). The system calculates the percentage in the Period Percentage of Gross Target above on the total net pay.

DEDUCT DOLLARS PER HOUR - Optional. Maximum 7 digits, 2 decimals. To specify an amount per hour to deduct for regular deductions, type the amount.

PER DAY - Optional. Maximum 7 digits, 2 decimals. To specify an amount per day to deduct for regular deductions, type the amount.

Note: If a change causes both dollars per hour and dollars per day to be filled, the system will deduct both amounts for regular deductions.

Pay Period Deduction Overrides

Note: Overrides are not subject to limits you enter in the Deduction Rules, above.

If you want to apply only the Pay Period Deduction Override amounts, check the Bypass Automatic Schedule box, above.

If you want to apply Pay Period Deduction Overrides for some periods and standard deductions for others, leave the Bypass Automatic Schedule box blank.

PERIOD NO - Optional. Maximum 2 digits. To specify the pay period to override the regular deduction, type the number. This number should correspond to the user-defined pay period from your Payroll Date Schedule.

AMOUNT - Optional. Maximum 9 digits, 2 decimals. To specify the amount

to be deducted for the specified pay period, type the amount.

Function Key Descriptions

- F3** Return to the menu.
- F12** Return to the previous screen.
- F14** Process the universal change.
- Roll** Access additional override fields not displayed.

Miscellaneous Deduction Maintenance Audit Log (MCG912)

Access

Menu 104, Option 2

Purpose

The Miscellaneous Deduction Maintenance Audit Log (MCG912) prints automatically when you specify it to do so in P/R Definition Setup. The system prints this reports when you exit the Deduction Master option, whether or not you made any changes. If you do make changes, the system prints the changes you made. Otherwise, the report prints the headers only.

Use this report as an audit trail for changes made to employee deduction master records.

For more information, see “Deduction Master Maintenance” in this chapter.

Print Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 2, Deduction Master. The system displays the Deduction Master Maintenance, Selection Criteria screen.
- Step 2:** At the Deduction Master Maintenance, Selection Criteria screen, select records according to the “Deduction Master Maintenance” task and press Enter. The system automatically produces the maintenance log when you exit this screen.
- Step 3:** To return to the menu, press F3.

Contents

The information in this report comes from the Labor Master--Deductions file (ADLBMS) and the Deductions Master file (B0DEDC).

A sample report follows this description.

Row Headings

For each employee deduction to which maintenance was performed, the report prints the following rows:

EMPLOYEE NO - The number of the employee whose record you maintained.

DEDUCTION NO -The code that identifies the deduction.

CHECK TYPE - The check type code associated with the deduction.

ADDED/BEFORE/AFTER/DELETED - The system prints the word that indicates whether the record was added, deleted, or changed (in which case the report prints the before and after versions).

IGNORE DEDUCTION - If you left this field blank, the report prints "NO." If you entered a "Y," the report prints "YES."

BYPASS AUTO SCHEDULE - If you left this field blank, the report prints "NO." If you entered a "Y," the report prints "YES."

Column Headings

Beneath each row, above, the report prints the applicable information for the following headings:

TOTAL TARGET -The maximum amount that can be deducted for the life of the deduction.

YEARLY - The maximum amount that can be deducted within a payroll year.

MONTHLY -The maximum amount that can be deducted within a month.

PERIOD - The maximum amount that can be deducted within a pay period.

PCT -The percent to be deducted. If you entered a period target, this is the percent up to the target amount. Otherwise, this is the percent of gross or net (see the next field).

PCT ON GROSS - If the percent, above, is calculated on the gross amount, this field displays "YES." Otherwise, it displays "NO."

LOWER LIM - The amount of gross an employee must earn before the deduction is calculated.

UPPER LIM - The maximum gross amount of earnings on which the deduction is calculated.

DOLLARS PER HOUR - The amount per hour to be deducted.

PER DAY - The amount per day to be deducted.

MISCELLANEOUS OVERRIDE:

WEEK - The pay period ending date for an override entry.

AMOUNT - The amount of the override for the entry.

TOTAL TARGET		YEARLY	MONTHLY	PERIOD	PCT.	GROSS	LOWER LIM	UPPER LIM	DOLLARS PER HOUR	PER DAY	MISCELLANEOUS OVERRIDE	
						PCT. ON					WEEK	AMOUNT
ADDED	EMPLOYEE NO. 00024			DEDUCTION NO. 40		CHECK TYPE						
	IGNORE DEDUCTION NO											
	.00	.00	.00	100.00	.00%	YES	.00	.00	.00	.00		.00
BEFORE	EMPLOYEE NO. 00014			DEDUCTION NO. 35		CHECK TYPE						
	IGNORE DEDUCTION NO											
	.00	.00	.00	30.00	.00%	YES	.00	.00	.00	.00		.00
AFTER	IGNORE DEDUCTION NO											
	.00	.00	.00	15.00	.00%	YES	.00	.00	.00	.00		.00
DELETED	EMPLOYEE NO. 00024			DEDUCTION NO. 30		CHECK TYPE						
	IGNORE DEDUCTION NO											
	.00	.00	.00	50.00	.00%	YES	.00	.00	.00	.00		.00

401K and 125S Master Maintenance

Access

Menu 104, Option 4

Description

Use this menu option to define the federal, state, county, and city rules that apply to individual employee deductions in the Labor Master - 401K Deductions file (AJLBMS). For more information about setting up employee deductions, see “About Setting Up Deduction Records” in this chapter.

For each employee, you must set up the federal master record first. The federal record contains the master information used in calculating the deduction. Once you have set up the federal record, you can set up state, county, and city records as needed.

Currently, most states follow the federal limits for 401K. However, you should verify the state, county or city limits that apply to your employees.

Before using this task, you must define the employee number in the Labor Master (Personnel Data Maintenance) and define the specific deduction number in the 401K/125S Master Files before you can set up a deduction record using 401K and 125S Deduction Master Maintenance. For more information on when to use this deduction master, see “About Deduction Tables” in this chapter.

An employee’s 401k/125s deduction can be set up to automatically create an A/P batch at payroll completion. The system will create an immediate offset to the deduction credit account and will debit the A/P liability account derived with the liability type you specify in P/R Definition Setup. For more information about setting up automatic A/P batch creation, see “About Deduction Based Invoice Generation” in this chapter.

If you are setting up an employer record, all employer contributions are journaled to the account you define in the Financial Posting Table. For more information, see the *General Ledger Reference Manual*.

Employer records are burden and show up on the pre-completion and completion reports, but not at check generation. The burden included on pre-completion and completion reports is a total contribution for all employees.

For more information about how to pay the burden accrual, see “How To Account for Payroll Liability” in the Appendix.

Use the 401K Contribution and 125S Insurance Deduction Labor Master Listing (MCP124) to see current and prior year employer liability accruals for each employee.

Procedure

Step 1: At the P/R Personnel Menu (104) choose Option 4, 401K and 125S Deductions Master. The system displays the 401K and 125S Master Maintenance Selection screen.

For Federal Deduction records:

Step 2: At the 401K and 125S Master Maintenance Selection screen, select the record you want to add, maintain or delete. The system displays the 401K and 125S Deduction Master Maintenance, Federal Income Tax Limits screen.

Step 3: At the 401K and 125S Deduction Master Maintenance, Federal Income Tax Limits screen, add, maintain or continue the deletion of a record.

To add a record, type the information according to the Field Descriptions and press Enter. The system displays the 401K and 125S Deduction Master Maintenance, FICA Tax Limits screen.

To change a record, select the information you want to change, type the new over the old and press Enter. The system displays the 401K and 125S Deduction Master Maintenance, FICA Tax Limits screen.

To continue a deletion begun at the previous screen, press F11 to confirm.

To return to the previous screen or cancel the deletion, press F12.

Step 4: At the 401K and 125S Deduction Master Maintenance, FICA Tax Limits screen, type the information according to the Field Descriptions and press Enter. The system displays the 401K and 125S Deduction Master Maintenance, FUI Tax Limits screen.

To return to the previous screen, press F12.

Step 5: At the 401K and 125S Deduction Master Maintenance, FUI Tax Limits screen, type the information according to the Field Descriptions and press Enter. The system returns to the 401K and 125S Master Maintenance Selection screen.

To return to the previous screen, press F12.

Step 6: To return to the P/R Personnel Menu, press F3.

For State Deduction records:

Step 2: At the 401K and 125S Master Maintenance Selection screen, select the record you want to add, maintain or delete. The system displays the 401K and 125S Deduction Master Maintenance, State Income Tax Limits screen.

Step 3: At the 401K and 125S Deduction Master Maintenance, State Income Tax Limits screen, add, maintain or continue the deletion of a record.

To add a record, type the information according to the Field Descriptions and press Enter. The system displays the 401K and 125S Deduction Master Maintenance, SDI Tax Limits screen.

To change a record, select the information you want to change, type the new over the old and press Enter. The system displays the 401K and 125S Deduction Master Maintenance, SDI Tax Limits screen.

To continue a deletion begun at the previous screen, press F11 to

confirm.

To return to the previous screen or cancel the deletion, press F12.

- Step 4:** At the 401K and 125S Deduction Master Maintenance, SDI Tax Limits screen, type the information according to the Field Descriptions and press Enter. The system displays the 401K and 125S Deduction Master Maintenance, SUI Tax Limits screen.

To return to the previous screen, press F12.

- Step 5:** At the 401K and 125S Deduction Master Maintenance, SUI Tax Limits screen, type the information according to the Field Descriptions and press Enter. The system returns to the 401K and 125S Master Maintenance Selection screen.

To return to the previous screen, press F12.

- Step 6:** To return to the P/R Personnel Menu, press F3.

For County Deduction records:

- Step 2:** At the 401K and 125S Master Maintenance Selection screen, select the record you want to add, maintain or delete. The system displays the 401K and 125S Deduction Master Maintenance, County Income Tax Limits screen.

- Step 3:** At the 401K and 125S Deduction Master Maintenance, County Income Tax Limits screen, add, maintain, or continue the deletion of a record.

To add a record, type the information according to the Field Descriptions and press Enter. The system returns to the 401K and 125S Master Maintenance Selection screen.

To change a record, select the information you want to change, type the new over the old and press Enter. The system returns to the 401K and 125S Master Maintenance Selection screen.

To continue a deletion begun at the previous screen, press F11 to confirm.

To return to the previous screen or cancel the deletion, press F12.

- Step 4:** To return to the P/R Personnel Menu, press F3.

For City Deduction records:

- Step 2:** At the 401K and 125S Master Maintenance Selection screen, select the record you want to add, maintain or delete. The system displays the 401K and 125S Deduction Master Maintenance, City Income Tax Limits screen.

- Step 3:** At the 401K and 125S Deduction Master Maintenance, City Income Tax Limits screen, add, maintain or continue the deletion of a record.

To add a record, type the information according to the Field Descriptions and press Enter. The system returns to the 401K and 125S Master

Maintenance Selection screen.

To change a record, select the information you want to change, type the new over the old and press Enter. The system returns to the 401K and 125S Master Maintenance Selection screen.

To continue a deletion begun at the previous screen, press F11 to confirm.

To return to the previous screen or cancel the deletion, press F12.

Step 4: To return to the P/R Personnel Menu, press F3.

401K and 125S Master Maintenance Screen

The system displays this screen when you select 401K and 125S Deductions Master at the P/R Personnel Menu.

Use this screen to select the record you want to add, maintain or delete.

Note: The federal, master, record must be set up before you can access state, county, and city records.

MCP924 401K AND 125S MASTER MAINTENANCE CHG

Help

You maintain deductions for an employee by check type, governmental body, and deduction number.

A blank check type means the deduction is withheld from routine payroll only. If you set up a different check type, the deduction is withheld from that check type only.

You must set up a federal master record (no state, county, or city codes) before you can set up state, county and city records.

Employee number

Check type

Deduction number

State County City

Contribution made by
☐ Employee ☐ Employer

Enter=OK F3=Exit F4=List F9=Add F10=Change F11=Delete F12=Cancel

Field Descriptions

EMPLOYEE NUMBER - Required. Maximum 5 characters. To add, maintain or delete an employee's 401K or 125S deduction record, type the employee number in this field. The system verifies your entry in the Labor Master file.

CHECK TYPE - Required. One character. Specify the type of check to which you are applying the deduction.

Note: Check type "blank" refers to a regular payroll run.

DEDUCTION NUMBER - Required. Maximum 3 digits. To add, maintain or delete a deduction, type the deduction number. The system verifies your entry in the 401K/125S Deduction Table file.

STATE - Required. Maximum 2 digits. To add, maintain, or delete a deduction,

type the state code. The system verifies your entry in the State Master file.

Notes: Federal master records (State “00”) must be set up before you can set up a state, city, or county record.

The percent rules in the federal record apply to all regions.

COUNTY - Optional. Maximum 3 digits. To set up or maintain rules and limits for a specific county, type the county code and leave the city blank. The system verifies the combination of state and county codes in the County Master file.

CITY - Optional. Maximum 4 digits. To set up or maintain rules and limits for a specific city, type the city code. The system verifies the combination of state and city codes in the City Master file.

CONTRIBUTION MADE BY EMPLOYEE/EMPLOYER - Required. To define this deduction as an employee contribution, select employee (“T”). To define this deduction as an employer contribution, select employer (“E”).

Function Key Descriptions

F3 Return to the menu.

F9 Access Add mode.

F10 Access Change mode.

F11 Access Delete mode.

F12 Return to the menu.

Enter Access the corresponding income tax limits screen according to the selection you made.

401K and 125S Deduction Master Maintenance, Federal Income Tax Limits Screen

The system displays this screen when you select a state record of “00” at the 401K and 125S Deduction Master Maintenance screen.

Use this screen to maintain the master deduction rules for 401K or 125S record.

Note: The Period Percentage Of Gross Target, Do Not Deduct From Gross Less Than, and Leave At Least This Amount fields also apply to state, county, and city records but are displayed only on the Federal screen.

MCP924 401K AND 125S DEDUCTION MASTER MAINTENANCE CHG

Help

Federal income tax limits

Employee	17	JAIME	RODRIGUES	SSN	459-28-3984
Ck type	Employee/Employer designation I				
State	FEDERAL	Cnty	City		
Ded #	150	401K			

☐ Ignore deduction

Deduction rules		Deduction history	
Period target amount	100.00	Total this month	300.00
Monthly target amount	.00	Total this year	300.00
Yearly target amount	.00	Total to date	300.00
Total target amount	.00		
Period percentage of gross target	25.00		
Do not deduct from gross less than	.00		
Leave at least this amount	.00		

Payment notes: WELLINGTON INDEX FUND

Enter=OK F3=Exit F9=Add F10=Change F11=Delete F12=Cancel

Field Descriptions

EMPLOYEE - Display only. The system displays the employee number you selected at the previous screen next to the employee's name from the Labor Master file.

SSN - Display only. The employee's social security number from the Labor Master file displays.

CK TYPE - Display only. The check type you specified at the previous screen displays. Blank represents routine payroll.

EMPLOYEE/EMPLOYER DESIGNATION - Display only. If this is an employee deduction, an “I” displays. If this is an employer contribution, an “E” displays.

STATE - Display only. The system displays the state code you selected at the previous screen next to the state description from the State Master file. If this is a federal record, the system displays "FEDERAL" next to the blank code.

COUNTY - Display only. The system displays the county code you selected at the previous screen next to the county description from the County Master file. For federal or state records, this field remains blank.

CITY - Display only. The system displays the city code you selected at the previous screen next to the city description from the City Master file. For federal, state, or county records, this field remains blank.

DED.# - Display only. The system displays the deduction number you specified at the previous screen next to the description from the 401K 125S Deduction Master file.

IGNORE DEDUCTION - Optional, but only for Federal records. To have the system ignore the employee's deduction, check the box ("Y"). The system ignores the deduction until you clear the field.

Deduction Rules

PERIOD TARGET AMOUNT - Optional. Maximum 9 digits, 2 decimals. To specify a maximum amount to be taken for a pay period, type the amount.

To specify a specific amount for each pay period, type the amount and enter "100" in the Period Percentage of Gross Target field, below. This amount will be taken as long as the percentage of gross amount is higher than the amount in this field.

As monthly, yearly, or total target limits are reached, the system will take only as much of the period amount as remains before the monthly/yearly/total limit.

MONTHLY TARGET AMOUNT - Optional. Maximum 9 digits, 2 decimals. To specify a maximum amount taken per month, type the amount. The system will not deduct more than this amount in a single payroll month.

YEARLY TARGET AMOUNT - Optional. Maximum 9 digits, 2 decimals. To specify a maximum amount taken per year, type the amount. The system does not deduct more than this amount in a calendar year.

If this deduction is set up to be taken before federal income tax, make sure that the yearly target amount conforms with federal standards. If the yearly target amount is less than the amount already taken in a year, the deduction will appear on the 401k and 125s Exception Listing (MCP246).

TOTAL TARGET AMOUNT - Optional. Maximum 9 digits, 2 decimals. To specify a maximum total amount, type the amount. The system stops calculating the deduction when this amount has been reached.

Note: The fields described below are displayed only on this screen (Federal Income Tax Limits), but the entries you make in these fields apply to all state, county, and city records as well.

PERIOD PERCENTAGE OF GROSS TARGET - Required. Maximum 5 digits, 2 decimals.

To Deduct a Percentage of Gross Wages Earned in a Pay Period, type the percentage. The system calculates the percentage and deducts the amount. If you also enter a period target amount, the system stops at that amount.

To Deduct the Period Target Amount, type “100” and type the specific amount as the Period Target Amount, above. The system deducts up to 100% of the amount entered in the Period Target Amount field. If you do not enter an amount in the Period Target Amount field, the system deducts 100% of gross earnings.

If the system cannot take the entire percent of gross, for example when you specify for the system to leave at least an amount, the system will not take the deduction.

DO NOT DEDUCT FROM GROSS LESS THAN - Optional. Maximum 9 digits, 2 decimals. To specify a minimum amount of gross pay necessary to take the deduction, type the amount. The system does not take the deduction if gross pay is below this amount.

LEAVE AT LEAST THIS AMOUNT - Optional. Maximum 9 digits, 2 decimals. To specify an amount that the employee must receive on the check, type the amount. The system will adjust the target amounts as necessary to leave at least this amount.

The system will not adjust percentage of gross amounts without a target amount specified.

PAYMENT NOTES - Optional. Maximum 40 characters. Type the description to be used for the line in the generated A/P batch. Each employee’s deduction will create a different voucher within the same batch for the payroll cycle.

For more information, see “About Deduction Based Invoice Generation” in this chapter.

Deduction History: Deduction history is not displayed for employer deductions.

TOTAL THIS MONTH - Display only. The system displays the amount deducted to date for the current month. This field is automatically updated during check generation and cleared at each pay period flagged for clearance in Payroll Date Schedule.

TOTAL THIS YEAR - Display only. The system displays the amount deducted to date for the current year. This field is automatically updated during check generation and cleared at Annual Payroll Transition.

TOTAL TO DATE - Display only. The system displays the amount deducted to date. This field is automatically updated during check generation.

Function Key Descriptions

- F3** Return to the menu without updating the record.
- F9** Return to the selection screen in Add mode.
- F10** Return to the selection screen in Change mode.
- F11** Return to the selection screen in Delete mode.

F12 Return to the previous screen without saving the information.

F13 Apply the FIT deduction limits to FICA and FUI Limits. The system will automatically fill corresponding fields on the applicable screens. This function key is only available in Add mode.

Enter Save the information and access the FICA Tax Limits screen.

Note: If you are not applying FICA or FUI tax limits, press **Enter** at each of the following screens to update the Federal Income Tax record.

401K and 125S Deduction Master Maintenance, FICA Tax Limits Screen

The system displays this screen when you press Enter at the Federal Income Tax Limits screen.

Use this screen for deductions that have been defined as pre-FICA. The system will calculate deductions prior to FICA until it reaches the targets. If the deduction goes beyond this amount, the system will calculate the deduction after FICA.

The screenshot shows a software window titled "MCP924 401K AND 125S DEDUCTION MASTER MAINTENANCE CHG". Inside, the "FICA tax limits" section displays the following information:

Employee	17	JAIME	RODRIGUES	SSN	459-28-3984
Ck type	Employee/Employer designation I				
State	FEDERAL	Cnty	City		
Ded #	150	401K			

Below this, there are two sections:

- Deduction rules:**

Period target amount	.00
Monthly target amount	.00
Yearly target amount	.00
Total target amount	.00
- Deduction history:**

Total this month	.00
Total this year	.00
Total to date	.00

At the bottom, there are six function buttons: Enter=OK (green checkmark), F3=Exit (red X), F9=Add (purple plus), F10=Change (pink squiggle), F11=Delete (purple double arrow), and F12=Cancel (red circle with slash). Navigation arrows are also present at the bottom right.

Field Descriptions

EMPLOYEE - Display only. The system displays the employee number you selected at the previous screen next to the employee's name from the Labor Master file.

SSN - Display only. The employee's social security number from the Labor Master file displays.

CK TYPE - Display only. The check type you specified at the previous screen displays. Blank represents routine payroll.

EMPLOYEE/EMPLOYER DESIGNATION - Display only. If this is an employee deduction, an "I" displays. If this is an employer contribution, an "E" displays.

STATE - Display only. The system displays the state code you selected at the previous screen next to the state description from the State Master file. If this is a federal record, the system displays "FEDERAL" next to the blank code.

COUNTY - Display only. The system displays the county code you selected at the previous screen next to the county description from the County Master file. For federal or state records, this field remains blank.

CITY - Display only. The system displays the city code you selected at the previous screen next to the city description from the City Master file. For federal, state, or county records, this field remains blank.

DED.# - Display only. The system displays the deduction number you specified at the previous screen next to the description from the 401K 125S Deduction Master file.

Deduction Rules

PERIOD TARGET AMOUNT - Optional. Maximum 9 digits, 2 decimals. To specify an amount each pay period that will be taken prior to FICA, type the amount. The system will only calculate the deduction prior to FICA until it reaches this amount. Any deduction that is taken beyond this amount during a pay period is calculated after FICA.

MONTHLY TARGET AMOUNT - Optional. Maximum 9 digits, 2 decimals. To specify an amount each month that will be taken prior to FICA, type the amount. The system will only calculate the deduction prior to FICA until it reaches this amount. Any deduction that is taken beyond this amount during the month is calculated after FICA.

YEARLY TARGET AMOUNT - Optional. Maximum 9 digits, 2 decimals. To specify an amount each year that will be taken prior to FICA, type the amount. The system will only calculate the deduction prior to FICA until it reaches this amount. Any deduction that is taken beyond this amount during the year is calculated after FICA.

If this deduction is set up to be taken before FICA, make sure that the yearly target amount conforms with federal standards. If the yearly target amount is less than the amount already taken in a year, the deduction will appear on the 401k and 125s Exception Listing (MCP246).

TOTAL TARGET AMOUNT - Optional. Maximum 9 digits, 2 decimals. To specify a total amount that will be taken prior to FICA, type the amount. The system will only calculate the deduction prior to FICA until it reaches this amount. Any deduction that goes beyond this amount is calculated after FICA.

Deduction History

TOTAL THIS MONTH - Display only. If this deduction is prior to FICA, the system displays the amount deducted to date for the current month. This field is automatically updated during check generation and cleared at each pay period flagged for clearance in Payroll Date Schedule. If this deduction is not prior to FICA, no amount displays.

TOTAL THIS YEAR - Display only. If this deduction is prior to FICA, the system displays the amount deducted to date for the current year. This field is automatically updated during check generation and cleared at Annual Payroll Transition. If this deduction is not prior to FICA, no amount displays.

TOTAL TO DATE - Display only. If this deduction is prior to FICA, the system

displays the amount deducted to date. This field is automatically updated during check generation. If this deduction is not prior to FICA, no amount displays.

Function Key Descriptions

F3 Return to the menu without updating the record.

F12 Return to the previous screen without saving the information.

Enter Save the information and access the FUI screen.

401K and 125S Deduction Master Maintenance, FUI Tax Limits Screen

The system displays this screen when you press Enter at the 401K and 125S Master Maintenance, FICA screen.

Use this screen for deductions that have been defined as pre-FUI. The system will calculate deductions prior to FUI until it reaches the targets. If the deduction goes beyond this amount, the system will calculate the deduction after FUI.

MCP924 401K AND 125S DEDUCTION MASTER MAINTENANCE CHG

Help

FUI tax limits

Employee	17	JAIME	RODRIGUES	SSN	459-28-3984
Ck type	Employee/Employer designation I				
State	FEDERAL	Cnty	City		
Ded #	150	401K			

Deduction rules

Period target amount	<input type="text" value="0.00"/>
Monthly target amount	<input type="text" value="0.00"/>
Yearly target amount	<input type="text" value="0.00"/>
Total target amount	<input type="text" value="0.00"/>

Deduction history

Total this month	.00
Total this year	.00
Total to date	.00

Field Descriptions

The field descriptions for FUI are the same as FICA. For more information, see the 401K and 125S Deduction Master Maintenance, FICA Tax Limits screen, above.

Function Key Descriptions

F3 Return to the menu without updating the record.

F12 Return to the previous screen.

Enter Save the information and access the selection screen.

401K and 125S Deduction Master Maintenance, State Income Tax Limits Screen

The system displays this screen when you select a state record at the 401K and 125S Deduction Master Maintenance screen.

Use this screen for deductions that are prior to state income tax. The system will calculate deductions prior to SIT until it reaches the targets. If the deduction goes beyond this amount, the system will calculate the deduction after SIT.

MCP924 401K AND 125S DEDUCTION MASTER MAINTENANCE CHG

Help

State income tax limits

Employee	17	JAIME	RODRIGUES	SSN	459-28-3984
Ck type	Employee/Employer designation I				
State	5	CALIFORNIA	Cnty	City	
Ded #	150	BENESPHERE			

Deduction rules		Deduction history	
Period target amount	<input type="text" value="00"/>	Total this month	.00
Monthly target amount	<input type="text" value="00"/>	Total this year	.00
Yearly target amount	<input type="text" value="00"/>	Total to date	.00
Total target amount	<input type="text" value="00"/>		

Field Descriptions

The field descriptions for SIT are the same as FICA. For more information, see the 401K and 125S Deduction Master Maintenance, FICA Tax Limits screen, above.

Function Key Descriptions

- F3** Return to the menu without saving the information.
- F9** Return to the selection screen in Add mode.
- F10** Return to the selection screen in Change mode.
- F11** Return to the selection screen in Delete mode.
- F12** Return to the selection screen without saving the information.
- F13** Apply SIT deduction limits to SDI and SUI limits. The system will automatically fill corresponding fields on the applicable screens. This function key is only available in Add mode.

Enter Save the information and access the SDI Tax Limits screen.

Note: If you are not applying SDI or SUI tax limits, press Enter at each of the following screens to update the State Income Tax record.

401K and 125S Deduction Master Maintenance, SDI Tax Limits Screen

The system displays this screen when you press Enter at the State Income Tax Limits screen.

Use this screen for deductions that have been defined as pre-SDI. The system will calculate deductions prior to SDI until it reaches the targets. If the deduction goes beyond this amount, the system will calculate the deduction after SDI.

MCP924 401K AND 125S DEDUCTION MASTER MAINTENANCE CHG

Help

SDI tax limits

Employee	17	JAIME	RODRIGUES	SSN	459-28-3984
Clk type	Employee/Employer designation I				
State	5	CALIFORNIA	Cnty	City	
Ded #	150	BENESPHERE			

Deduction rules

Period target amount	<input type="text" value="00"/>
Monthly target amount	<input type="text" value="00"/>
Yearly target amount	<input type="text" value="00"/>
Total target amount	<input type="text" value="00"/>

Deduction history

Total this month	.00
Total this year	.00
Total to date	.00

< >

Field Descriptions

The field descriptions for SDI are the same as FICA. For more information, see the 401K and 125S Deduction Master Maintenance, FICA Tax Limits screen, above.

Function Key Descriptions

F3 Return to the menu without saving the information.

F12 Return to the previous screen without saving the information.

Enter Save the information and access the SUI screen.

401K and 125S Deduction Master Maintenance, SUI Tax Limits Screen

The system displays this screen when you press Enter at the SDI Tax Limits screen.

Use this screen for deductions that are taken pre-SUI. The system will calculate these deductions prior to SUI until it reaches the targets. If the deduction goes beyond this amount, the system will calculate the deduction after SUI.

The screenshot shows a software window titled "MCP924 401K AND 125S DEDUCTION MASTER MAINTENANCE CHG". Inside, the "SUI tax limits" section displays employee information: Employee 17, JAIME RODRIGUES, SSN 459-28-3984, Ck type Employee/Employer designation I, State 5 CALIFORNIA, Cnty, City, and Ded # 150 BENESPHERE. Below this, the "Deduction rules" section contains four input fields for target amounts: Period target amount (.00), Monthly target amount (.00), Yearly target amount (.00), and Total target amount (.00). The "Deduction history" section shows three rows: Total this month (.00), Total this year (.00), and Total to date (.00). At the bottom, there are six buttons: Enter=OK (green checkmark), F3=Exit (red X), F9=Add (purple plus), F10=Change (pink squiggle), F11=Delete (purple double arrow), and F12=Cancel (red circle with slash). Navigation arrows are at the bottom right.

Field Descriptions

The field descriptions for SUI are the same as FICA. For more information, see the 401K and 125S Deduction Master Maintenance, FICA Tax Limits screen, above.

Function Key Descriptions

- F3** Return to the menu without saving the information.
- F12** Return to the previous screen without saving the information.
- Enter** Save the information and access the selection screen.

401K and 125S Deduction Master Maintenance, County Income Tax Limits Screen

The system displays this screen when you select a county record at the 401K and 125S Deduction Master Maintenance screen.

Use this screen for deductions that are prior to county income tax. The system will calculate deductions prior to county taxes until it reaches the targets. If the deduction goes beyond this amount, the system will calculate the deduction after county taxes.

The screenshot shows a software window titled "MCP924 401K AND 125S DEDUCTION MASTER MAINTENANCE CHG". Inside, there is a "County income tax limits" section with the following data:

Employee	17	JAIME	RODRIGUES	SSN	459-28-3984
Ck type	Employee/Employer designation I				
State	5	CALIFORNIA	Cnty	1	ALAMEDA, CALIF City
Ded #	150	DENTAL COVERAGE			

Below this, there are two panels:

- Deduction rules:**

Period target amount	.00
Monthly target amount	.00
Yearly target amount	.00
Total target amount	.00
- Deduction history:**

Total this month	.00
Total this year	.00
Total to date	.00

At the bottom, there is a row of function key buttons: Enter=OK (with a green checkmark), F3=Exit (with a red X), F9=Add (with a purple plus), F10=Change (with a purple squiggle), F11=Delete (with a purple double arrow), and F12=Cancel (with a red circle and slash). There are also left and right arrow buttons at the bottom right.

Field Descriptions

The field descriptions for county income tax are the same as FICA. For more information, see the 401K and 125S Deduction Master Maintenance, FICA Tax Limits screen, above.

Function Key Descriptions

- F3** Return to the menu without updating the record.
- F9** Return to the selection screen in Add mode.
- F10** Return to the selection screen in Change mode.
- F11** Return to the selection screen in Delete mode.
- F12** Return to the previous screen.
- Enter** Save the information and return to the selection screen.

401K and 125S Deduction Master Maintenance, City Income Tax Screen

The system displays this screen when you select a city record at the 401K and 125S Deduction Master Maintenance screen.

Use this screen for deductions that are prior to city income tax. The system will calculate deductions prior to city taxes until it reaches the targets. If the deduction goes beyond this amount, the system will calculate the deduction after city taxes.

MCP924 401K AND 125S DEDUCTION MASTER MAINTENANCE ADD

Help

City income tax limits

Employee	17	JAIME	RODRIGUES	SSN	459-28-3984
Ck type	Employee/Employer designation I				
State	5	CALIFORNIA	Cnty	City	1 RANCHO SANTA
Ded #	150	MEDICAL DEDUCTION			

Deduction rules

Period target amount	.00
Monthly target amount	.00
Yearly target amount	.00
Total target amount	.00

Deduction history

Total this month	.00
Total this year	.00
Total to date	.00

Enter=OK F3=Exit F9=Add F10=Change F11=Delete F12=Cancel

Field Descriptions

The field descriptions for city income tax are the same as FICA. For more information, see the 401K and 125S Deduction Master Maintenance, FICA Tax Limits screen, above.

Function Key Descriptions

- F3** Return to the menu without updating the record.
- F9** Return to the selection screen in Add mode.
- F10** Return to the selection screen in Change mode.
- F11** Return to the selection screen in Delete mode.
- F12** Return to the previous screen.
- Enter** Save the information and return to the selection screen.

401k Contributions By Employer

Access

Menu 104, Option 5

Description

Use this option to enter the annual amount the employer contributed to the employee's 401K plan in the Annual 401k Contribution To Employee file (AY401K). The system uses this amount for W-2 reporting. Be sure to complete this task before processing W-2 forms.

You must manually enter the employer's contribution; the system does not automatically update this amount. If the employer does not contribute to the employee's 401K plan, you do not need to complete this task.

The system uses one G/L account for all employee accrual contributed by the employer. The burden included on pre-completion and completion reports is a total 401K contribution for all employees.

To see current and prior year employer liability accruals for each employee, use the 401K Contribution and 125S Insurance Deduction Labor Master Listing (MCP124).

Procedure

Step 1: At the P/R Personnel Menu (104) choose Option 5, 401K Contributions By Employer. The system displays the 401K Contribution By Employer screen.

Step 2: At the 401K Contribution By Employer screen, add, maintain, or delete employee records.

To add a record, in Add mode, type the information according to the Field Descriptions and press Enter.

To maintain a contribution amount, in Change mode, select the amount, type the new information over the old, and press Enter.

To delete a record, select the record you want and press Delete ("D").

Step 3: To return to the P/R Personnel Menu, press F3.

401K Contribution by Employer Screen

The system displays this screen when you select 401K Contributions by Employer at the P/R Personnel Menu.

Use this screen to add, maintain or delete the annual amount the employer contributes to the employee 401K plan.

Employee	Amount
00001	1200.00
00002	3600.00
00003	1200.00
00005	2400.00
00006	1200.00
00008	2400.00

Buttons: Enter=OK, F3=Exit, F9=Add, F10=Change, F12=Cancel

Status: CC02 END OF FILE REACHED

Field Descriptions

ACTION BUTTON - Optional in Change mode only. To delete a record, select the record you want and press Delete ("D").

EMPLOYEE NO. - Required in Add mode, display only in Change mode. Maximum 5 characters. To add an employee, type the employee code.

AMOUNT - Required. Maximum 7 digits, 2 decimals. Type the amount contributed by the employer to each individual employee's 401K plan for the year. The system uses this amount for W-2 reporting.

Function Key Descriptions

F3 Return to the menu.

F9 Access Add mode.

F10 Access Change mode.

Enter Save the information.

Roll Display additional records not shown.

About Entitlements

If you want to use entitlements, the employee must be linked to the entitlement through a benefits package. However, many pieces are necessary to set up an entitlement and then to link the employee to the entitlement. Whenever you flag an employee's time record with the specified entitlement, the system will use the amounts the employee has accrued.

To create an entitlement:**Menu/Option for Task:**

- | | |
|--|--------|
| 1. Add necessary entitlement codes to System Codes. | 101/02 |
| 2. Set up separate entitlements using entitlement maintenance. | 154/02 |
| 3. Specify which benefit package contains the entitlement. | 154/01 |

To link an entitlement to an employee:**Menu/Option for Task:**

- | | |
|--|--------|
| 1. Type the benefits package on the employee's Labor Master
<i>OR</i> | 104/01 |
| 2. Specify the default benefits package in Payroll Definition Setup (defaulted into Labor master when you add an employee).
<i>OR</i> | 101/01 |
| 3. Specify a benefits package on the Occupation Code Table for any employee who uses in the specified occupation.
<i>OR</i> | 103/02 |
| 4. Specify a benefits package on the Wage Rate Table for the job and occupation code an employee works. | 103/03 |

Setting up Entitlements

Depending upon how you want your entitlements to accrue, there are various ways to set up entitlements so that they reflect your company's needs.

Adjusted Hire Date Use

Entitlements are based on the hire date for both eligibility and graduated accrual rates.

If you terminate employees and then rehire them, their eligibility and accrual rates will begin anew from the rehire date. However, you can credit them with some or all of the time they originally worked for you by using the adjusted hire date. Additionally, you can use the adjusted hire date to waive some or all of the eligibility period.

To credit a rehired employee with original time, use the adjusted hire date in the Labor Master to credit the employee's original time. Use a date that is prior to the rehire date by the time you want to credit.

Hire date	7/13/91	<input type="checkbox"/> Exempt from Overtime
Termination date	7/30/93	Termination code
Rehire date	10/01/97	Rehire code
Adjusted hire date	10/01/95	Benefits package
		Hourly Package
Salary(info only)		Salary change date
Wage 1	20.0000	Wage 2
Wage 3	50.0000	Wage 4
Wage 5		

In the example above, the employee worked 2 years before termination. The adjusted hire date is 2 years before the actual rehire date. The system will use the graduated table from the point of the adjusted rehire date.

Caution: The example above does not reflect the Labor Master as it should actually remain. Be sure to remove the termination date before running a new payroll cycle with this employee.

To waive the probationary period for a new employee, use the adjusted hire date in the Labor Master to credit the employee with the time of the probationary period. Use a date that is prior to the hire date by the probationary time.

Hire date	10/01/99	<input type="checkbox"/> Exempt from Overtime
Termination date		Termination code
Rehire date		Rehire code
Adjusted hire date	7/01/99	Benefits package
		Hourly Package
Salary(info only)		Salary change date
Wage 1	20.0000	Wage 2
Wage 3	50.0000	Wage 4
Wage 5		

In the example above, if the eligibility period is 3 months, the system will begin accruing entitlements when the adjusted hire date meets the probationary period. In essence, accrual will begin with the first pay period. The system will also use the

graduated table from the point of the adjusted rehire date.

Note: This adjustment applies only to entitlements that have eligibility *periods*. If eligibility is based on duration, the system will not recognize the adjustment because eligibility requirements will not have been met. Use Benefits Processing to begin the accrual of the employee's entitlements, regardless of eligibility requirements.

Accrual Frequency

Frequency determines how often an accrual is credited. In combination with the rate table, it also determines how much is accrued. The frequency is also affected by limits and by the months that the rate will continue.

When you use pay period flat amount or monthly or yearly frequency, the rate is number of hours per frequency. Because pay period per hour is also affected by the employee's pay frequency (weekly, bi-weekly, etc.), make sure when you consider the rate of accrual that you account for pay frequency.

Pay period per hour can also be accrued in two ways:

To accrue the entitlement at a flat rate per hour, use pay period per hour and specify the rate in the rate table. Specify how many months this particular rate will continue, as well.

The screenshot shows the 'MCP941 ENTITLEMENT DEFINITION' window. The 'Eligibility and Accrual Rules' section is active. The 'Code/Sub-code' is 'S 300' and the 'Description' is 'Sick Time'. The 'Suspend' checkbox is unchecked. Under 'Accrual Frequency', 'Pay period per hour rate' is selected. Under 'Limit rule', 'Continue past limit and keep excess at year end' is selected. Under 'Rounding', 'No rounding' is selected. Under 'Eligibility', 'Duration' is selected. The 'Period or Duration' field is empty, and the 'Unit of measure' field is also empty. Below the 'Delete' button is a table with the following data:

Month	Rate	%	Limit
999	.1000		

With the above entitlement, an employee who works 40 hours will accrue 4.00 hours of sick time at each pay cycle completion.

To accrue the entitlement as a percentage of the employee's hours worked, use pay period per hour and specify the percentage in the rate table and include the percent

symbol. Specify how many months this particular rate will continue, as well.

The screenshot shows the 'MCP941 ENTITLEMENT DEFINITION' window. The 'Code/Sub-code' is 'S 300' and the 'Description' is 'Sick Time'. The 'Suspend' checkbox is unchecked. The 'Accrual Frequency' is set to 'Pay period per hour rate'. The 'Limit rule' is set to 'Continue past limit and keep excess at year end'. The 'Rounding' is set to 'No rounding'. The 'Eligibility' is set to 'N/A'. The 'Delete' button is visible. Below the form is a table with columns: Month, Rate, %, Limit.

Month	Rate	%	Limit
999	5.000	%	

With the above entitlement, an employee who works 40 hours each pay period will accrue 2.00 hours of sick time at each pay cycle completion.

Limit Rules

Limits determine how much, if any, excess is allowed and, combined with the limits entered in the rate table, how much can be carried over to the next calendar year. For Stop at limit and Continue past limit but forfeit excess rules, you must enter a limit number along with the months and rate in the rate table.

If your company allows employees to carry over only a certain amount of their entitlements, the limits should be set up to reflect the amounts allowed.

To carry over only one year's accrual, select the continue past limit rule and also specify the limit amount as the amount an employee accrues each year. The system will only carry over the year's accrual amount and any excess (from either the accrual

year or the previous year) will be lost at year-end transition.

The screenshot shows the 'MCP941 ENTITLEMENT DEFINITION' window. The 'Eligibility and Accrual Rules' section is active. The 'Code/Sub-code' is 'S 300' and the 'Description' is 'Sick Time'. The 'Suspend' checkbox is unchecked. The 'Accrual Frequency' is set to 'Pay period per hour rate'. The 'Limit rule' is set to 'Continue past limit but forfeit excess at year end'. The 'Rounding' is set to 'No rounding'. The 'Eligibility' is set to 'N/A'. The 'Delete' button is visible. Below the 'Delete' button is a table with the following data:

Month	Rate	%	Limit
999	.0500		160

With the above entitlement, an employee can earn as much sick time as the accrual frequency allows, but at year-end transition, only 160 hours (4 weeks) of sick time will carry over to the following year.

To carry over more than one year's accrual, select the continue past limit rule. Specify the limit amount as the total amount accrued per year *plus* the additional carry-over allowed. The system will carry over the total limit amount, but if the employee has accrued more than the limit (or carried it over from a previous year), it

will be lost at year-end transition.

The screenshot shows the 'MCP941 ENTITLEMENT DEFINITION' window. The 'Eligibility and Accrual Rules' section is active. The 'Code/Sub-code' is 'V 500' and the 'Description' is 'Vacation'. The 'Suspend' checkbox is unchecked. The 'Accrual Frequency' is set to 'Pay period per hour rate'. The 'Limit rule' is set to 'Continue past limit but forfeit excess at year end'. The 'Rounding' is set to 'No rounding'. The 'Eligibility' is set to 'N/A'. The 'Period or Duration' is set to 'Period' and the 'Unit of measure' is set to 'Hour'. The 'Delete' button is visible. Below the 'Delete' button is a table with the following data:

Month	Rate	%	Limit
999	.0600		240

With the above entitlement, an employee who doesn't take vacation for a year can accrue the standard 160 hours, but at year-end transition, if more than 240 hours remain due to carry over from previous years, the employee will lose the excess.

Eligibility

Eligibility determines how soon an employee can begin accruing an entitlement. Eligibility is calculated using the adjusted hire date, the rehire date, or the hire date in the Labor Master.

If you leave eligibility N/A, the entitlement begins accruing at the specified rate and frequency as soon as you link it to an employee.

To specify that accrual begins after a specific period of time, select Period eligibility. Specify the period of time to pass before the accrual will begin as well as

the way the system will measure the time.

MCP941 ENTITLEMENT DEFINITION

Help

Eligibility and Accrual Rules

Code/Sub-code V 500 Description Vacation

☐ Suspend

Accrual Frequency

☒ Pay period per hour rate ☐ Pay period flat amount ☐ Monthly ☐ Yearly ☐ On demand

Limit rule

☐ Stop at limit ☒ Continue past limit but forfeit excess at year end
☐ Continue past limit and keep excess at year end

Rounding

☒ No rounding ☐ Nearest hour
☐ Nearest 1/2 hour ☐ Nearest 1/4 hour

Eligibility

☒ Period ☐ Duration ☐ N/A Period or Duration 3 Unit of measure MOS
 If Duration, attainment period for duration

Delete

Month	Rate	%	Limit
999	.0600		240

With the above entitlement, the entitlement will begin accruing 3 months past the employee's hire date in the Labor Master.

To specify that accrual begins after an employee works a number of units, select Duration eligibility. Specify the amount of units an employee must work, the type of units, the attainment period and the way the system will measure the attainment.

MCP941 ENTITLEMENT DEFINITION

Help

Eligibility and Accrual Rules

Code/Sub-code V 500 Description Vacation

☐ Suspend

Accrual Frequency

☒ Pay period per hour rate ☐ Pay period flat amount ☐ Monthly ☐ Yearly ☐ On demand

Limit rule

☐ Stop at limit ☒ Continue past limit but forfeit excess at year end
☐ Continue past limit and keep excess at year end

Rounding

☒ No rounding ☐ Nearest hour
☐ Nearest 1/2 hour ☐ Nearest 1/4 hour

Eligibility

☐ Period ☒ Duration ☐ N/A Period or Duration 45 Unit of measure HRS
 If Duration, attainment period for duration 3 Unit of measure MOS

Delete

Month	Rate	%	Limit
999	.0600		240

With the above entitlement, the employee will have to work 45 hours in a 3 month

period to have the entitlement begin accrual.

Note: The attainment period is based on the hire date or rehire date. If the employee does not meet the requirements within the attainment period, the system will not begin accrual even if in later months the requirements are met. To have the system calculate eligibility based on later months, use an adjusted hire date in the Labor Master.

Graduated Table

If how much an employee accrues changes with time, you can set up your rate table so that the system will change accrual amounts when you specify. The month the employee changes accruals is based on the hire date or the rehire date in the employee master.

To set up an entitlement with changing rates, specify how many months each rate will be in effect, beginning with the first rate in the table.

The screenshot shows the 'MCP941 ENTITLEMENT DEFINITION' window. The 'Eligibility and Accrual Rules' section is active. The 'Code/Sub-code' is 'V 500' and the 'Description' is 'Vacation'. The 'Accrual Frequency' is set to 'Yearly'. The 'Limit rule' is set to 'Continue past limit and keep excess at year end'. The 'Rounding' is set to 'No rounding'. The 'Eligibility' is set to 'N/A'. Below these settings is a table with columns 'Month', 'Rate', '%', and 'Limit'. The table contains three rows: 60, 120, and 999, with corresponding rates of 80.0000, 120.0000, and 160.0000.

Month	Rate	%	Limit
60	80.0000		
120	120.0000		
999	160.0000		

In the above entitlement, the employee will accrue 80 hours of vacation time at year-end transition for the first 60 months (5 years), 120 hours of vacation time for the next 60 months (5 years), and 160 hours of vacation for all months thereafter.

To set up an entitlement that increases in accrual amount with time, use limits to

control the amount of accrual for the months specified.

The screenshot shows the 'MCP941 ENTITLEMENT DEFINITION' window. The 'Eligibility and Accrual Rules' section is active. The 'Code/Sub-code' is 'S 300' and the 'Description' is 'Sick Time'. The 'Suspend' checkbox is unchecked. The 'Accrual Frequency' is set to 'Monthly'. The 'Limit rule' is set to 'Stop at limit'. The 'Rounding' is set to 'No rounding'. The 'Eligibility' is set to 'N/A'. The 'Delete' button is visible. Below the form is a table with columns 'Month', 'Rate', and 'Limit'.

Month	Rate	Limit
48	.0500	80
72	.0500	96
999	.0500	120

In the above entitlement, the employee will accrue up to 80 hours of sick time at month close for the first 48 months (4 years), up to 96 hours sick time for the next 24 months (2 years), and up to 120 hours of sick time for all months thereafter.

Benefits Package Maintenance

Access

Menu 154, Option 1

Description

Use this option to define each benefit package your company offers, in the Benefits Package Master file (BNBNFM) and the Benefit Class Master file (CKBNFC). Benefit packages group entitlements and other benefits that are offered together.

You must define entitlements through Entitlements Maintenance before you can link entitlements to a benefit package.

Note: If benefit packages are linked to time records through occupation codes, and an employee works at more than one occupation code, the system accrues benefits separately for each occupation code. Thus, if the same entitlement is included in more than one benefit package, it is accrued separately. The records are not combined for limits purposes.

For information about how to link a benefits package to an employee, see “About Entitlements” in this chapter.

To print a list of all benefit packages you have defined, use the Benefits Package Listing (MCP106).

Procedure

Step 1: At the P/R Benefits Menu (154) choose Option 1, Benefits Package Maintenance. The system displays the Benefits Package Definition, List of Packages screen.

Step 2: At the Benefits Package Definition, List of Packages screen, you can add, maintain, copy, or delete a benefits package as necessary.

To add a package, at the next available line, type the new code and description and press Enter. The system displays the Benefits Package Definition, Entitlements screen.

To maintain an existing package, select the record and press Fetch (“F”). The system displays the Benefits Package Definition, Entitlements screen.

Note: You can select several records at one time.

To copy the details of an existing record to a new record, select the record and press Copy (“C”). The system displays the Benefits Package Definition, Copy Package screen.

To delete a benefit package, select the record and press Delete (“D”). Press F11 to confirm the deletion. You cannot delete a benefit package if the code is used in the Labor Master, Occupation Codes Master, Wage Rate

Table, Payroll history files or Definition Setup.

To return to the previous screen, press F12.

Step 3: At the Benefits Package Definition, Copy Package screen, type the new code and description and press Enter. The system displays the Benefits Package Definition, Entitlements screen for the newly entered code.

To return to the previous screen, press F12.

Step 4: At the Benefits Package Definition, Entitlements screen, you can add or remove entitlements from the package or view entitlement details.

To add an entitlement to the package, select the entitlement and press Select (“X”).

To remove an entitlement from the package, select the entitlement and press De-Select (“D”).

To view the details of an existing entitlement, select the entitlement and press Fetch (“F”). The system displays the Benefits Package Definition, Eligibility and Accrual Rules screen.

Step 5: At the Benefits Package Definition, Eligibility and Accrual Rules screen, view the details set up for the entitlement.

To return to the previous screen, press F12.

Step 6: To return to the menu, press F3.

Benefits Package Definition, List of Packages Screen

The system displays this screen when you select Benefits Package at the P/R Benefits Menu.

Use this screen to add, maintain, or delete benefit package records.

MCP925 BENEFITS PACKAGE DEFINITION

Options Help

List of Packages

Begin list with package

Copy Delete Fetch

Package	Description
100	Hourly Package
200	Salary Package

Bottom

Enter=OK F3=Exit F11=Delete F12=Cancel

0001 End of list. No more to display.

Field Descriptions

BEGIN LIST WITH PACKAGE/DESCRIPTION - Optional. Maximum 5 characters package code or 9 characters description. The begin list with field changes if you toggle the screen sort.

To begin the displayed list with a specific record, type the code or description and press Enter.

ACTION BUTTONS - Optional. To copy an existing record, select the record and press Copy ("C").

To delete a record, select the record and press Delete ("D"). You cannot delete a record if the code is used in the Labor Master, Occupation Code Master, Wage Rate Table, Payroll history, or Definition Setup.

To maintain the details of a record, press Fetch ("F").

PACKAGE - Required to add a record, display only for existing records. Maximum 5 characters. To add a new package, type the user-defined benefit package code.

DESCRIPTION - Required. Maximum 40 characters. Type the description of the benefit package. To change a description, type the new description over the old.

Function Key Descriptions

- F3** Return to the menu.
- F11** Confirm the deletion.
- F12** Return to the previous screen.
- F13** Toggle to sort the information by package code or by description.
- Enter** Save the information.
- Roll** Display additional records not shown.

Benefits Package Definition, Copy Package Screen

The system displays this screen when you select a record and press Copy at the Benefits Package Definition, List of Packages screen.

Use this screen to copy the entitlements of an existing package to a new package.

The screenshot shows a window titled 'MCP925 BENEFITS PACKAGE DEFINITION' with a 'Help' button. The main area is titled 'Copy Package'. It contains two sections:

- Existing benefits package to copy:**
 - Benefit package: 200
 - Description: Salary Package
- New benefits package to create:**
 - Benefit package: [Empty text box]
 - Description: [Empty text box]

At the bottom, there are three buttons: 'Enter=OK' (with a green checkmark), 'F3=Exit' (with a red X), and 'F12=Cancel' (with a red circle and slash). A status bar at the bottom right has left and right arrow buttons.

Field Descriptions

EXISTING BENEFIT PACKAGE TO COPY

BENEFIT PACKAGE - Display only. The existing benefit package you selected at the previous screen displays.

DESCRIPTION - Display only. The description of the benefit package you selected at the previous screen displays.

NEW BENEFIT PACKAGE TO CREATE

BENEFIT PACKAGE - Required. Maximum 5 characters. Type the user-defined code that identifies the new benefit package.

DESCRIPTION - Required. Maximum 40 characters. Type the description of the new benefit package.

Function Key Descriptions

F3 Return to the menu without performing the copy.

F12 Return to the previous screen without performing the copy.

Enter Save the information and access the Entitlements screen.

Benefits Package Definition, Entitlements Screen

The system displays this screen when you select a Benefits Package and press Fetch (“F”) at the Benefits Package Definition, List of Packages screen or press Enter at the Benefits Package Definition, Copy Package screen.

Use this screen to select and de-select the entitlements offered in a benefits package or to access the details of an entitlement.

MCP926 BENEFITS PACKAGE DEFINITION

Options Help

Entitlements

Package 100 Description Hourly Package

Begin list with code/sub-code: []

De-select Fetch Select ("Fetch" to display entitlement definition)

Code/	Sub-code	Description	Freq.
D	200	Dependent Care Plan	3
H	400	Holidays	5
X I	100	Vision Match Plan	4
X S	300	Sick Time	1
X V	500	Vacation	2

Enter=OK F3=Exit F12=Cancel

< >

Field Descriptions

BEGIN LIST WITH CODE/SUB-CODE or DESCRIPTION - Optional.

Maximum 1 character code, 5 characters sub-code or 9 characters description.
The begin list with field changes if you toggle the screen sort.

To begin the displayed list with a specific record, type the code/sub-code or description and press Enter.

ACTION BUTTONS - Optional. To add an entitlement to the package, select the entitlement and press Select (“X”).

To remove an entitlement from the package, select the entitlement and press De-Select (“D”).

To view the details of an existing entitlement, select the entitlement and press Fetch (“F”).

(Selected) - Display only. The system displays an “X” next to the Action field for every entitlement that is selected for the benefit package.

CODE/SUB-CODE - Display only. The system displays the code/sub-code for

each entitlement defined in the Entitlements Master file.

DESCRIPTION - Display only. The description of the entitlement displays.

FREQ (Frequency) - Display only. The code that identifies the frequency with which the entitlement is accrued displays, from the Entitlements Master file.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

F13 Toggle to display the list by entitlement code/sub-code or by entitlement description.

Enter Save the information and return to the List of Packages screen.

Roll Display additional records not shown.

Benefit Package Definition, Eligibility and Accrual Rules Screen

The system displays this screen when you select a record and press Fetch at the Benefit Packages Definition, Entitlements screen.

Use this screen to view the details of the entitlement. All the fields on this screen are display only.

MCP926 BENEFITS PACKAGE DEFINITION

Help

Eligibility and Accrual Rules

Code | Sub-code | 100 | Description | Vision Match Plan

☐ Suspend

Accrual Frequency

☐ Pay period per hour rate ☐ Pay period flat amount ☐ Monthly ☒ Yearly ☐ On demand

Limit rule

☒ Stop at limit ☐ Continue past limit but forfeit excess at year end
☐ Continue past limit and keep excess at year end

Rounding

☒ No rounding ☐ Nearest hour
☐ Nearest 1/2 hour ☐ Nearest 1/4 hour

Eligibility

☐ Period ☐ Duration ☒ N/A **Period or Duration** **Unit of measure**
 If Duration, Attainment period for duration **Unit of measure**

Month	Rate	%	Limit
999	1.6000		200

Enter=OK F3=Exit F12=Cancel

Field Descriptions

CODE/SUB-CODE - The entitlement code and sub-code you are viewing displays.

DESCRIPTION - The description of the entitlement displays.

SUSPEND - If this entitlement is currently suspended from accrual, the box is checked ("Y")

ACCRUAL FREQUENCY - The frequency with which this entitlement accrues is selected.

LIMIT RULE - The limit rule for the entitlement displays.

ROUNDING- The rounding rule used in accruing this entitlement displays.

ELIGIBILITY - If there is a eligibility requirement on this entitlement, either Period or Duration is selected. If there is no eligibility, N/A is selected.

PERIOD OR DURATION - If period eligibility is selected, the amount of time a employee waits before this entitlement begins to accrue.

If Duration eligibility is selected, the quantity of units that must occur before the entitlement will accrue.

(Period or Duration) UNIT OF MEASURE - The unit of measure by which the period or duration is calculated displays.

IF DURATION, ATTAINMENT PERIOD FOR DURATION - The period of time within which the duration, above, must occur displays.

(Attainment) UNIT OF MEASURE - The code that indicates the measurement of the attainment period displays.

MONTH - The length of time the entitlement will accrue at the rate specified displays.

RATE - The accrual rate of the entitlement displays.

% - If the Rate is to be calculated as a percent of each hour worked, a percentage symbol (“%”) displays.

LIMIT - The maximum number of hours an employee can accrue displays.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

Enter Return to the previous screen.

Benefit Package Listing (MCP106)

Access

Menu 154, Option 21

Purpose

Use the optional Benefit Package Listing (MCP106) to review all the benefit packages you define. The report also shows the benefit class and the codes and descriptions defined for each benefit class.

For information about benefit packages, see “Benefits Package Maintenance” in this chapter.

Print Procedure

- Step 1:** At the P/R Benefits Menu (154) choose Option 21, Benefits Package Listing. The system displays the standard report request screen with the title “Benefit Package Listing.”
- Step 2:** Optionally change the report date.
To submit the report to print, press F6.
- Step 3:** To return to the menu without printing, press F3.

Contents

The information in this report comes from the Benefits Package Master file (BNBNFM) and the Benefit Class Master file (CKBNFC).

A sample report follows this description.

BENEFIT PACKAGE LISTING

TrueLine Documentation-Construction

BENEFIT PACKAGE		BENEFIT CLASS	
DESCRIPTION		ENTITLEMENTS	
-----		-----	
100	Hourly Package	Entitlements	

		CODE/	DESCRIPTION
		SUB-CODE	-----
		I 100	Vision Match Plan
		S 300	Sick Time
		V 500	Vacation

200	Salary Package	Entitlements	

		CODE/	DESCRIPTION
		SUB-CODE	-----
		D 200	Dependent Care Plan
		I 100	Vision Match Plan
		S 300	Sick Time
		V 500	Vacation
		H 699	Holidays

Entitlements Maintenance

Access

Menu 154, Option 2

Description

Use this option to define the entitlements your company offers in the Entitlement Definition file (BPENTL) and the Entitlement Accrual Rates file (BQENTA). Each entitlement record is identified by the entitlement codes set up in Payroll System Codes, and a second user-defined code that can be used to indicate differences in eligibility and accrual rates.

Entitlements are defined by the frequency at which they are accrued, carry-over limits, eligibility period or duration, and graduated accrual rates. Each portion of the definition impacts other portions; for example, your choice of frequency has an impact on how accrual rates are entered.

For more information, see “About Entitlements” in this chapter.

Once you define entitlements, you can include them in benefit packages.

To print a list of all defined entitlements, use the Entitlements Listing (MCP108).

Procedure

Step 1: At the P/R Benefits Menu (154) choose Option 2, Entitlements Maintenance. The system displays the Entitlement Definition, Code/Sub-code List screen.

Step 2: At the Entitlement Definition, Code/Sub-code List screen, you can add, maintain, copy, or delete a record.

To add a record, at the next available line, type the code, sub-code, and description and press Enter. The system displays the Entitlement Definition, Eligibility and Accrual Rules screen.

To change an existing record, select the record and press Fetch (“F”). The system displays the Entitlement Definition, Eligibility and Accrual Rules screen.

Note: You can select several records at one time.

To copy the details of an existing record to a new record, select the record and press Copy (“C”). The system displays the Entitlement Definition, Copy Definition screen.

To delete a record, select the record and press Delete (“D”). Press F11 to confirm the deletion.

To return to the previous screen, press F12.

Step 3: At the Entitlement Definition, Copy Definition screen, type the code, sub-

code and description for the new record and press Enter. The system displays the Eligibility and Accrual Rules screen with the new record.

To return to the previous screen, press F12.

- Step 4:** At the Eligibility and Accrual Rules screen, add or maintain record details according to the Field Descriptions and press Enter. The system returns to the Entitlement Definition, Code/Sub-code List screen.

Note: If you've selected several records to maintain, when you press Enter to update, the system displays the next record.

To return to the previous screen, press F12.

- Step 5:** To return to the menu, press F3.

Entitlement Definition, Code/Sub-code List Screen

The system displays this screen when you select Entitlements Definition at the P/R Benefits Menu.

Use this screen to add new records or to select existing records to copy or maintain.

MCP941 ENTITLEMENT DEFINITION

Options Help

Code/Sub-code List

Begin list with code/sub-code ☐

Copy Delete Fetch

Code	Sub-code	Description	Suspend?	Freq.
D	200	Dependent Care Plan		3
H	400	Holidays		5
I	100	Vision Match Plan		4
S	300	Sick Time		1
V	500	Vacation		2

Enter=OK F3=Exit F4=List F12=Cancel

Field Descriptions

BEGIN LIST WITH CODE/SUB-CODE or DESCRIPTION - Optional.

Maximum 1 character code, 5 characters sub-code or 9 characters description.
The begin list with field changes if you toggle the screen sort.

To begin the displayed list with a specific record, type the code/sub-code or description and press Enter.

ACTION BUTTONS - Optional. To copy an existing record, select the record and press Copy ("C").

To delete a record, select the record and press Delete ("D"). You cannot delete a record that is used in a benefits package.

To maintain the details of a record, press Fetch ("F").

CODE/SUB-CODE - Required to add a record, display only for existing records.

Maximum 1 character code, 5 characters sub-code. To add a record, type the code and user-defined sub-code. The system verifies the code against the Entitlement Codes file.

DESCRIPTION - Required. Maximum 40 characters. Type a description for the entitlement.

SUSPEND - Optional. One character. To suspend the entitlement, type a “Y.” The system will not accrue a suspended entitlement. A “Y” on this screen will automatically check the Suspend box on the Eligibility and Accrual Rules screen.

FREQ (Frequency) - Display only. The system displays the code that indicates the entitlement’s accrual frequency. This code is defined on the Eligibility and Accrual Rules screen.

Valid codes are:

- 1 - Pay Period Per Hour
- 2 - Pay Period Flat Amount
- 3 - Monthly
- 4 - Yearly
- 5 - On Demand

Function Key Descriptions

- F3** Return to the menu.
- F4** Access the Window List for the field the cursor is in.
- F11** Confirm a deletion.
- F12** Return to the previous screen.
- F13** Toggle to sort the display by description or by code/sub-code.
- Enter** Edit the information.
- Roll** Display additional records not shown.

Entitlement Definition, Copy Definition Screen

The system displays this screen when select an existing record and press Copy (“C”) at the Entitlement Definition, Code/Sub-code List screen.

Use this screen to copy the rules of an existing record to a new record.

The screenshot shows a window titled "MCP941 ENTITLEMENT DEFINITION" with a "Copy Definition" subtitle. It features two data entry sections. The first section, "Existing entitlement to copy", displays "Code/Sub-code" as "V 500" and "Description" as "Vacation". The second section, "New entitlement to create", has empty input fields for "Code/Sub-code" and "Description". At the bottom, there are three buttons: "Enter=OK" (with a green checkmark icon), "F3=Exit" (with a red X icon), and "F12=Cancel" (with a red circle and slash icon). A status bar at the bottom includes a scroll bar and navigation arrows.

Field Descriptions

Existing Entitlement To Copy

CODE/SUB-CODE - Display only. The entitlement code and sub-code you selected at the previous screen displays.

DESCRIPTION - Display only. The description of the code and sub-code you selected at the previous screen displays.

New Entitlement To Create

CODE/SUB-CODE - Required. Maximum 1 character code, 5 characters sub-code. Type the code and user-defined sub-code for the new record. The system verifies the code against the Entitlement Codes System Code file.

DESCRIPTION - Required. Maximum 40 characters. Type a description for the entitlement.

Function Key Descriptions

F3 Return to the menu without copying.

F12 Return to the previous screen without copying.

Enter Save the information and access the Eligibility and Accrual Rules screen.

Entitlement Definition, Eligibility and Accrual Rules Screen

The system displays this screen when you add a record and press Enter or press Fetch for an existing record at the Code/Sub-code List screen or press Enter at the Copy Definition screen.

Use this screen to maintain the eligibility and accrual rules for an entitlement.

Eligibility and Accrual Rules

Code/Sub-code V 500 Description Vacation

☐ Suspend

Accrual Frequency

☐ Pay period per hour rate ☒ Pay period flat amount ☐ Monthly ☐ Yearly ☐ On demand

Limit rule

☒ Stop at limit ☐ Continue past limit but forfeit excess at year end ☐ Continue past limit and keep excess at year end

Rounding

☒ No rounding ☐ Nearest hour ☐ Nearest 1/2 hour ☐ Nearest 1/4 hour

Eligibility

☐ Period ☐ Duration Period or Duration Unit of measure

If Duration, attainment period for duration Unit of measure

Delete

Month	Rate	%	Limit
999	.0500		120

Enter=OK F3=Exit F4=List F12=Cancel

0001 End of list. No more to display.

Field Descriptions

CODE/SUB-CODE - Display only. The entitlement code and sub-code you are maintaining displays.

DESCRIPTION - Required. Maximum 40 characters. Defaults to the description from the previous screen. To change the description, select the description, and type the new description over the old.

SUSPEND - Optional. To suspend the entitlement, check the box ("Y"). The system will not accrue a suspended entitlement.

ACCRUAL FREQUENCY - Required. Select the way you want the entitlement to accrue. Depending upon your selection, the entitlement will be credited at period completion, month-end close, year-end transition, or when you run the benefits process.

Valid options are:

Pay Period Per Hour ("1") - Accrues per hour at the rate in the table for all hours in the pay period. You can use a flat rate or use a rate percent (the system

accrues, in hours, the specified percent of each hour worked in the pay period). It is credited at pay cycle completion.

You can further affect accrual by setting limits, below.

Pay Period Flat Amount (“2”) - Accrues at a flat number of hours per pay period, no matter how many hours are worked. It is credited at pay cycle completion.

Note: Keep in mind that if you accrue entitlements by pay period, accrual rates are affected by pay frequency.

Monthly (“3”) - A flat number of hours is accrued for the entire month. It is credited at P/R Month Close.

Yearly (“4”) - A flat number of hours is accrued for the calendar year. It is credited at P/R Year End Transition.

On Demand (“5”) - Accrues at a flat number of hours, but only when you run the Benefits Processing option.

LIMIT RULE - Required. Select the option that defines the accrual limits within a calendar year and the rules for carryover to the next calendar year.

Valid options are

Stop At Limit (“1”) - This limit rule does not allow any excess to be accumulated, either during the year or carried over to the next year. At year-end transition, only amounts up to the limit will be carried over to the next year.

Continue Past Limit But Forfeit Excess At Year-end (“2”) - This limit allows an employee to accrue more than the limit within a year, but at calendar year end, any excess is lost. This method can be used in two ways:

- 1- Do not allow an employee to carry over more than one year’s accrual.
- 2- Allow an employee to carry over a specific amount (such as one and a half times a year’s accrual). For more information on how to set up a specific carry over, see “About Entitlements” in this chapter.

Continue Past Limit And Keep Excess At Year-end (“3”) - This rule has no limit. An employee can continue to accumulate at the established rate, and can carry over any unused entitlement to the following year.

ROUNDING - Optional. Select how you want the system to accrue fractions of an hour. The system can retain up to four decimal places (no rounding), or round to the nearest hour, half hour, or quarter hour. Rounding is performed each time accrual is processed.

Valid options are:

No Rounding (Blank) - If the accrual rate is in fractions of an hour, all accruals are retained at the full 4 decimal places.

Nearest Hour (“1”) - All hours are rounded to the nearest hour at each accrual calculation.

Nearest 1/2 Hour (“2”) - All hours are rounded to the nearest half hour at each

accrual.

Nearest 1/4 Hour ("3") - All hours are rounded to the nearest quarter hour at each accrual.

ELIGIBILITY - Optional. To indicate that a specific length of time will pass before an employee becomes eligible for the entitlement, select Period ("P").

To indicate an employee must work a number of units in a specific period of time before eligibility for the entitlement, select Duration ("D"). The hire date, rehire date or adjusted hire date, if any exists, is used as the starting point to measure both period and duration.

To indicate that eligibility for this entitlement is immediate, leave blank.

Note: If you need to activate an employee's eligibility, regardless of the employee's hire date, you can create an entitlement record using P/R Benefits Processing. For more information, see "Benefit Batch Processing" in Chapter 4.

PERIOD OR DURATION - Required if you select Period or Duration, above. Maximum 5 digits. If eligibility is based on period, type the length of time that must pass before the entitlement will accrue.

If eligibility is based on duration, type the quantity of units that must occur before the entitlement will accrue. For example, if the employee must work 200 hours within 3 months, type "200."

(Period or Duration) UNIT OF MEASURE - Required if you select Period or Duration, above. Maximum 3 characters. Type the unit of measure by which the period or duration is calculated. The system validates the code against the Eligibility Unit of Measure file.

Valid codes are:

HRS - hours (Use only for duration eligibility)

WKS - weeks

MOS - months

IF DURATION, ATTAINMENT PERIOD FOR DURATION - Required if you select Duration, above. Maximum 5 digits. Type the period of time within which the duration, above, must occur. Eligibility is based on the employee working the duration quantities within the attainment period. For example, if the employee must work 200 hours within 3 months, type "3."

Notes: The attainment period is based on the hire date or rehire date. If the employee does not meet the requirements within the attainment period, the system will not begin accrual even if in later months the requirements are met. To have the system calculate eligibility based on later months, use an adjusted hire date in the Labor Master.

(Attainment) UNIT OF MEASURE - Required if you select Duration, above. Maximum 3 characters. Type the code that indicates the measurement of the

attainment period.

Valid codes are:

WKS - weeks

MOS - months

Accrual Table

ACTION BUTTON - Optional. To delete a rate/limit record, select the record and press Delete (“D”).

MONTHS - Required. Maximum 3 digits. Type the length of time the entitlement will accrue at the rate specified.

To define the length for an entitlement rate that never changes, type “999.”

To define the length for an entitlement that changes, type the number of months that the entitlement will remain at the specified rate on the first line. Use multiple records to specify multiple changes.

Based on hire date, the system will accrue the entitlement at the rate on the first record for the number of months specified. When it completes the months for the first line, the system begins accrual at the rate on the second line. The months on the second and subsequent lines should total the months of accrual up to that point.

<u>Months</u>	<u>Rate</u>	<u>(Actual years at the rate)</u>
24	.08	2 years
48	.10	2 years
999	.12	all after 4 years

RATE - Required. Maximum 7 digits, 4 decimals. Type the rate at which the entitlement accrues. The entitlement accrues as a flat rate based on frequency, above.

With Pay Period Per Hour Rate, if you indicate the rate is percentage, the system calculates the accrual based on hours worked.

% (Percent) - Optional. Use with accrual frequency Pay Period Per Hour Rate only. One character. If the Rate is to be calculated as a percent of each hour worked, type a percentage symbol (“%”).

LIMIT - Required with Stop at Limit rule or Continue Past Limit but Forfeit Excess At Year End rule. Maximum 5 digits. Type the maximum number of hours an employee can accrue. If no limit applies, leave blank.

Function Key Descriptions

F3 Return to the menu.

F4 Access the Window List for the field the cursor is in.

F12 Return to the previous screen.

Enter Save the information.

Roll Access additional records in the table.

Entitlements Listing (MCP108)

Access

Menu 154, Option 22

Purpose

Use the optional Entitlements Listing (MCP108) to review all the entitlements you have defined in the Entitlements Master.

For more information about defining entitlements, see “Entitlements Maintenance.”

Print Procedure

- Step 1:** At the P/R Benefits Menu (154) choose Option 22, Entitlements Listing. The system displays the standard report request screen with the title “Entitlement Definition Listing.”
- Step 2:** Optionally change the report date.
To submit the report to print, press F6.
- Step 3:** To return to the menu without printing, press F3.

Contents

The information in this report comes from the Entitlement Definition file (BPENTL), the Entitlement Accrual Rates file (BQENTA), and the Benefit Package Detail - Entitlements file (BOENTD). At the top of each page, the report prints a legend describing the eligibility and accrual rules.

A sample report follows this description.

TrueLine Documentation-Construction				ENTITLEMENTS LISTING				DATE	2/18/99	PAGE
Type of Timing.....: P=Period D=Duration										
Accrual Frequency...: 1=Period per hour 2=Period flat amount										
3=E.O.M. 4=E.O.Y. 5=On demand										
Limit Rule.....: 1=Stop at limit 2=Continue, forfeit excess										
3=Continue, keep excess										
Rounding rule.....: blank=No rounding 1=nearest hour										
2=nearest 1/2 hour 3=nearest 1/4 hour										
ENTITLEMENT	ELIGIBILITY	ATTAINMENT	LIMIT	SUSPEND?	RND. MOS.					
CODE SUB	DESCRIPTION	PERIOD UOM	TYPE TIMING UOM	FREQ	RULE	RATE	LIMIT			
D 200	Dependent Care Plan			3	1	999	2.0000	3000		
H 400	Holidays			5	1	999	.2000	80		
I 100	Vision Match Plan			4	1	999	1.6000	200		
S 300	Sick Time			1	2	999	1.2500			
V 500	Vacation			2	1	999	.0500	120		

Chapter 4: Processing

This chapter describes how to perform Payroll processes. Processes are activities you perform while using the application. Some processes are performed on a day to day basis, others as needed, and yet others at regular intervals such as monthly or annually.

In some instances, more than one menu option is involved in a process. If there is general information that applies to all the options for that process, the information is provided in an introductory “About” section.

Many processes in the **TRUELINE** System automatically produce reports. These reports are described immediately following the process where they are generated. If more than one process generates the same report, such as a batch edit and batch update, the report is described where it first occurs (in this case, at batch edit).

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About Batch Processing

The **TrueLine** System uses special files, called “batches” for high volume processing. A batch contains multiple transactions of the same type. Unlike other transactions, batch transactions do not update the system files at the time they are keyed. Instead, these transactions are accumulated and the system edits the entire batch before the database is updated.

With batch processing, the system performs only minimal editing as individual transactions are keyed. For this reason, batch transaction processing is ideal for tasks requiring large volumes of data entry. The information can be entered quickly because the system spends little time editing at the time of keying. Most editing takes place later, when the batch is processed.

In P/R Definition Setup, you can determine whether to allow update of batches with account errors. If you check the box (“Y”) so that transactions in error should be placed in a suspense account, the system will allow update of batches with account ID errors and will write the errors to a suspense batch. If you leave this field blank, the system will not allow update of batches that contain errors. For more information about suspense batches, see “About Time Entry” later in this chapter.

The basic batch processing procedures are the same for most batch processing tasks. See the task descriptions for task-specific information.

Batch Processing Steps

Step 1: At the Batch Processing (User Identification) screen, type your user I.D. and press Enter.

If your company chooses to apply security to the batch process, the system checks to see that you are an authorized user.



The system displays the Batch Processing, Batch Selection screen listing all

batches that are active for the user identification code you entered.



Step 2: At the Batch Processing, Batch Selection screen, you can create, maintain, delete or edit a batch created with your user I.D.

To create a new batch, at the next available line, type the batch number, select the batch and press Create and Maintain (“1”). The system displays the specific screen for the batch processing you are performing.

To maintain an existing batch, select the batch you want and press Create or Maintain (“1”). The system displays the specific screen for the batch processing you are performing.

To delete an existing batch, select the batch you want and press Delete (“2”). The system displays the Batch Processing, Batch Delete Function screen.

To edit all transactions in a batch, select the batch you want and press Submit Edit for All (“3”). Once a batch has been submitted for edit, you can check the batch status to see if it is error free.

To edit only the error transactions of a batch, select the batch you want and press Submit Edit for Error (“4”).

Note: If you edit only for error transactions, the Batch Edit report lists only records with errors. After errors are corrected, you still need to run Submit Edit for All before you may update the batch.

Tip: Once you submit a batch to edit, delete, or update, you can refresh the “ACTIVE IN XXX MODE” messages by using Roll.

To return to the previous screen, press F12.

To return to the main menu, press F3.

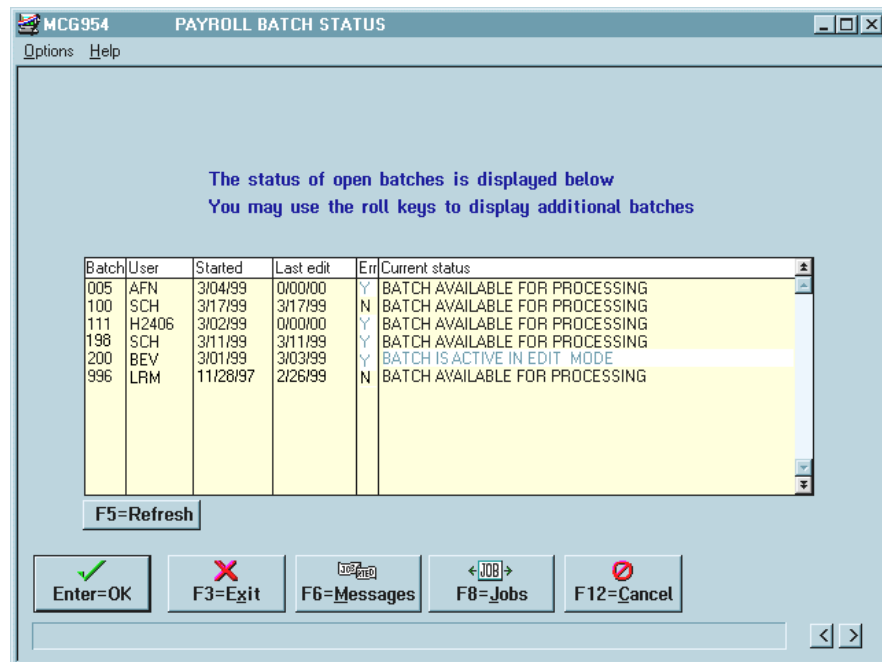
Step 3: At the Batch Processing, Batch Delete Function screen, press F6 to submit the deletion.



To return to the Batch Processing, Batch Selection screen without deleting, press F12.

Step 4: At the Batch Status screen, you can check to see if the system completed the edit or if the edit is error free.

To check batch status, select the Batch Status option from the batch processing menu. The system displays the Batch Status screen. If batches have been edited and are available for update, a “N” displays.



To refresh the screen, press F5.

To return to the main menu, press F12.

Step 5: At the Batch Update screen, you can submit edited and error free batches for update.

To submit a batch for update, type an “X” in the update field and press F6.

Batch	User	Started	Last edit	Update	En
200	SCH	2/12/99	2/12/99	N	N
995	SCH	2/12/99	2/12/99	N	N

You can submit more than one error-free batch at a time, including batches created by other user IDs.

After the system updates the edited batch information, it deletes the batch file. You (or any authorized user) can re-use the batch number for the next open period. If your company allows re-use within the same period in System Definition Setup, you can re-use the same batch number immediately.

About Scheduling Locks

Because many payroll processes must be completed before moving onto the next, you may encounter scheduling locks at critical points in the payroll cycle.

For more information about how to read scheduling locks, see *Using TrueLine*.

Some locks are temporary and are removed when the specific job completes.

However, some locks are only removed when you perform the preceding processes.

The following table lists what actions cause scheduling locks to occur and how they are removed:

Menu Option

<u>Causes Locks For</u>	<u>Until You Perform</u>
<u>Start New Pay Period</u>	
Payroll Date Schedule Maintenance	Payroll Completion
Monthly Payroll Close	Payroll Completion
Annual Payroll Transition	Payroll Completion
<u>Time Card Batch Update</u>	
Check Generation	Weekly Gross
Pre-completion	Check Generation
Completion	Pre-completion
<u>Final Run Overtime Smoothing</u>	
Preliminary Overtime Smoothing	Completion
Final Overtime Smoothing	Completion
<u>Check Generation</u>	
Direct Time Card Corrections	Recycle Recovery or Time Card Batch Update
Weekly Gross Processing	Recycle Recovery or Time Card Batch Update
Time Card Batch Update	Recycle Recovery or Start New Pay Period
Manual Prepays	Recycle Recovery or Start New Pay Period
<u>Pre-Completion</u>	
Payroll Completion	Error correction on Pre-completion
<u>Completion</u>	
Payroll Pre-completion	Check Generation
Payroll Recycle Recovery	Check Generation

Menu Option

<u>Causes Locks For</u>	<u>Until You Perform</u>
Re-Print Payroll Checks	Check Generation
<u>Payroll Recycle Recovery</u>	
Pre-completion Edit	Check Generation
Reprint Payroll Checks	Check Generation
Payroll Completion	Payroll Pre-completion
<u>Prepay Generator</u>	
Payroll Check Generation	Weekly Gross
<u>P/R Check Reconciliation Entries</u>	
P/R Check Reconciliation Completion	P/R Check Reconciliation Edit
<u>P/R Bank Reconciliation Tape Selection</u>	
P/R Check Reconciliation Entries	Submit Reconciliation Tape
P/R Check Reconciliation Edit	Submit Reconciliation Tape

How To Adjust Payroll Information

Adjustments to payroll may be necessary when you need to add time records to a pay cycle after checks are generated, you need to change employee earnings information, or you need to process a special pay period.

All adjustments should be made before you process the month end close. Your monthly and, if applicable, quarterly reports will not be accurate if you have not made adjustments before running month end.

There are two methods you can use to make adjustments:

1. Add an extra pay cycle.
2. Make adjustments within the current pay cycle.

For more information about how to add a pay cycle, see “About Pay Period Date Maintenance” in Chapter 3.

For more information about using Manual Prepays for adjustments, see “About Payroll Prepays” in this chapter.

Make Adjustments Within The Current Pay Cycle:

Adjusting Edited Batches

As part of the editing process, the system uses default schemes to fill blank fields during time entry. If information needs changing:

- ♦ Use Change Existing Time Records to correct the information in each affected field by typing over the previous information and re-submit the edit. Once the pay cycle is completed, maintain the Master Files before editing a new batch.

OR

- ♦ Maintain the Master Files and use Change Existing Time Records to clear the incorrect information from the affected fields and re-submit the edit. The system will fill the fields with new information.

OR

- ♦ If a batch has too many errors, delete it and add a new batch with the correct information.

Adjusting Updated Batches Before Checks are Generated

If you find that adjustments need to be made after updating the batch, running weekly gross or running the Prepay Register Edit, you can:

- ♦ Use Direct Time Card Corrections to change or delete time records. Re-run weekly gross to make sure taxes are calculated correctly.

OR

- ♦ Add a new batch and update it. Re-run weekly gross to include the new

information.

OR

- ♦ Maintain Manual Prepays to be certain no out of balance conditions exist. For more information, see “About Payroll Prepays” in later in this chapter.

Adjusting Payroll Cycles After Checks are Generated

If the examination of the Payroll Register or Final Prepay Register indicates that adjustments need to be made, but you have already run check generation, you can:

- ♦ Delete the generated checks and reports and run recycle/recovery. Maintain the information using “Adjusting Updated Batches Before Checks are Generated.”

OR

- ♦ Print the checks if only a few checks are incorrect. Write manual checks to replace the incorrect checks. Reverse the incorrect checks in a later pay cycle using Manual Prepay. For more information, see “About Payroll Prepays” later in this chapter.

Adjustments to a Completed Pay Cycle

If adjustments need to be made after a pay cycle has completed, you can:

- ♦ Add an adjusting pay period if you have not yet started the new pay period.

OR

- ♦ Use Manual prepays to make adjustments within the same pay period as regular time records. For more information, see “About Payroll Prepays” later in this chapter.

If a regular time record exists for an employee whose earnings need adjusting, use check types to separate the records.

Note: If you are entering a time record to adjust a previous pay cycle, make sure an employee’s negative records are entered last. If a negative record is calculated before positive records, the burden calculations that have limits can be affected and unreliable results may occur.

The following adjustments can occur in the current pay cycle or in a different pay cycle:

Adjusting Miscellaneous Deductions

Using Manual Prepay - The deduction number must be valid, but the deduction amount does not need to match the amounts defined in the Deduction Master. The system uses the amount you enter manually through the prepay

function.

If you have not already set up the deduction with the specific check type for the employee, the system creates a deduction record for the employee, takes the deduction one time only, flags the deduction to be “Ignored.” The system will not take the deduction again until you un-flag the employee’s deduction master.

Adjusting Pay Period or Using Prepay Generator - The system takes all deductions set up for an employee using the check type specified.

If you do not want deductions to be taken that would be taken for a normal pay cycle, use a check type not specified on the employee’s deduction table. You can also maintain the deduction both before and after the adjusting cycle by selecting the Ignore Deduction flag in the Deduction Master.

Adjusting 401(k) and 125(s) Deductions

Using Manual Prepay - The deduction number and check type used on the prepay must be set up for the employee in order for the system to recognize the deduction as valid. The deduction amount does not need to match the deduction master, but it does need to be within the limits established on the master record.

Adjusting Pay Period or Using Prepay Generator - The system takes all deductions set up for an employee using the check type specified.

If you do not want deductions to be taken that would be taken for a normal pay cycle, use a check type not specified on the employee’s deduction table.

Start a New Pay Period

Access

Menu 105, Option 1

Description

Use this option to start a new pay period. This is the first step of the Payroll processing cycle.

Before you start a new pay period, you must do the following:

- ◆ Verify that Payroll Completion from the previous processing cycle completed normally.
- ◆ Run the Audit Report for the previous period.
- ◆ Run Monthly Payroll Close if it is time to process it.
- ◆ Make sure the start new pay period date is on the seventh line of the Payroll Date Schedule.

When you start the new pay period, the system does the following:

- Updates Payroll Date Schedule.
- Clears earnings from the used routine batches and the prepay files.
- Clears the Batch Control File so batch numbers may be used again.
- Clears date fields on Recurring batches.
- Resets control flags on Recurring batches so they can be maintained.

Start New Pay Period also sets scheduling locks so that you are not allowed to perform specific tasks until you complete others. For information about which locks are set and how to remove them, see the Chapter 4 overview in this chapter.

Procedure

Step 1: Clear all prerequisites, listed above.

Step 2: At the P/R Time Entry Menu (105) choose Option 1, Start a New Pay Period. The system displays the Start New Pay Period screen.

Step 3: At the Start New Pay Period screen, verify that the date displayed at the Start New Pay Period screen is correct.

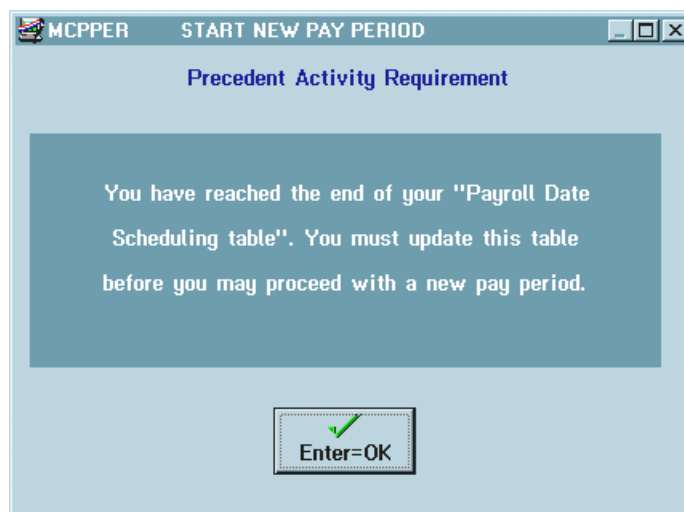
Step 4: **To start a new pay period, press F6.**

To return to the P/R Time Entry Menu, press F3.

Start New Pay Period, Precedent Activity Requirement Screen

The system displays this screen when you select Start A New Pay Period at the P/R Time Entry and Edit Cycle Menu and you do not have two open dates in the payroll date schedule.

If the system displays this screen, you must exit this option and add appropriate pay period dates to the Payroll Date Schedule.



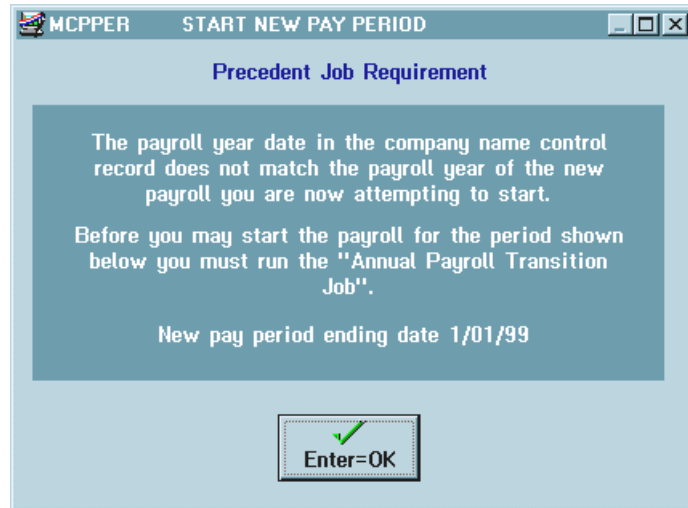
Function Key Descriptions

Enter Return to the menu.

Start New Pay Period, Precedent Job Requirement Screen

The system displays this screen when you select Start A New Pay Period at the P/R Time Entry and Edit Cycle Menu and the payroll year does not match the year you are attempting to start.

If the system displays this screen, exit this option and run the Annual Payroll Transition option to change the payroll year.



Function Key Descriptions

Enter Return to the menu.

Start New Pay Period Screen

The system displays this screen when you select Start A New Pay Period at the P/R Time Entry and Edit Cycle Menu.

Use this screen to verify the dates for the new pay period and submit your request to start the new pay period. If this information is incorrect, return to the Payroll Date Schedule and correct the necessary fields.

All fields on this screen are display only. The information on this screen comes from the seventh record in the Payroll Date Schedule.

MCPPER START NEW PAY PERIOD

Help

The monthly payroll job must be processed between the time you complete a payroll period and the time you start a new payroll period. If it is time to process your monthly payroll job, then process it now before starting a new period.

The parameters for the new pay period are displayed below. Verify the accuracy of the data before proceeding. If there is an error, exit and make corrections in your payroll control table. After you start the new pay period you will not be able to make further corrections to the control table.

Period ending date	4/02/99
P/R month of period	3/99
Financial period	3/99 and 4/99
Check Date	4/04/99

Enter=OK F3=Exit F6=Submit F12=Cancel

Field Descriptions

PERIOD ENDING DATE - The period ending date for the current payroll cycle displays.

P/R MONTH OF PERIOD - The payroll month and year for the current payroll cycle displays. The system uses the seventh record in the Payroll Date Schedule.

FINANCIAL PERIOD - The financial period to which the payroll cycle will be posted at completion.

If you are performing split week processing and the payroll cycle will be posted to two financial periods, the system displays both periods that will be updated at completion. For more information, see “About Payroll Ledger Posting” in Chapter 2.

CHECK DATE - The check date the system will use for the payroll checks displays, if any is associated with the week ending date in the Payroll Date

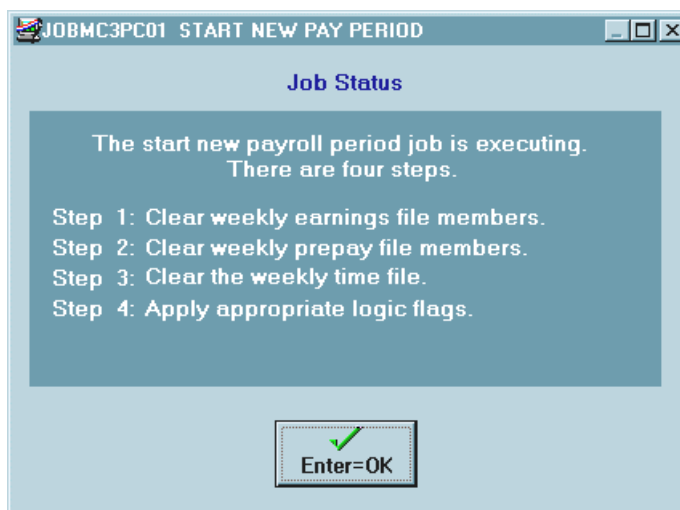
Schedule.

Function Key Descriptions

- F3** Return to the menu.
- F6** Submit your request to start a new pay period.
- F12** Return to the previous screen.

Start New Pay Period, Job Status Screen

The system briefly displays this screen when you submit the Start New Pay Period job. The steps displayed show processes performed in starting the new pay period.



About Time Entry

Batch Management

Because of the high volume of information processed through the Payroll Application, payroll transactions are grouped in batches. You enter records into a batch interactively, and the system holds the batch in a transaction file until you perform the update function.

Reserved Batch Numbers

The system recognizes specific batch numbers as performing certain functions in the system.

You can use Batch numbers **1** through **994** for routine time entry batches. The system reserves the following batch numbers for special purposes.

Recurring Payroll Batches

You can use Batch numbers **995 - 998** to set up recurring batches. A recurring batch allows you to set up batches of P/R transaction records that remain unchanged from one pay period to the next, such as your salaried employees for whom you would otherwise enter the same hours and amounts every pay period.

Once you have set up a recurring batch with P/R records to be processed for each pay period, the system allows maintenance to that batch after the start of each new pay period. The Start New Pay Period option releases the control flags and zeros out the date fields, but the time and amount records remain unchanged.

If you do not enter a new date for the recurring batch, the system assigns the pay period date from the payroll date schedule as the entitlement date.

All batches to which you assign numbers 995 through 998 are automatically treated as recurring batches.

Defining Deductions for Recurring Batches

In recurring batches, the system recognizes all the hours as earned on one day. Therefore, we recommend that you base deduction calculations on the total number of hours worked or assign an amount per-pay-period (not an amount per-day-worked). For example, if you set up a \$3.00 per day deduction in a one week pay period, the system deducts \$3.00 for the whole pay period, because it processes the 40 hours as a single day. Alternatively, if your deduction is set up as \$15.00 per pay period, the system deducts the full \$15.00.

Error Suspense Batch

The system automatically assigns the error suspense batch number of **999**. An error suspense batch is created by the system when the system finds one or more errors during time edit and you allow the system to update batches that contain transactions in

error in P/R Definition Setup.

If the error suspense batch is created, the system moves each record containing an error out of the original batch and into batch 999.

When the system has created a suspense batch, the Batch Status screen displays batch number 999. Use the User I.D. “SUSP1” to access the Error Suspense Batch. Submit the batch for an edit to get a report on the error transactions. Correct the errors and resubmit the batch for edit. Once Batch 999 is free of errors, it can be submitted for update.

Master File Maintenance

Maintain all Payroll Master files *before* submitting batches to the edit process. In the batch edit process, the system fills only blank fields with master file information. The batch edit process *does not change* fields in batch records to match updated fields in master files.

If you change master file information after editing a batch, you must change the record through Change Existing Time Records and re-submit it for editing. You can correct the affected fields of a batch in either of the following ways:

- ♦ Correct the information in each affected field by typing over the previous information and re-submit the batch for edit.
- ♦ Clear the incorrect information from the affected fields and re-submit the batch for edit. The edit process places current master file information into the fields you have cleared.

Matching a Prepay With Wage Rates or Union Rates of 3 or More Decimals

The system calculates regular time entry gross amounts on a line by line basis and adds the taxable gross lines to determine the total taxable gross. If you enter matching time entry records on a line by line basis and a prepay record on a total hours basis, and the wage rate is three or more decimal places, the prepay amount and the total taxable gross amount may be a penny or more off. To ensure the prepay and time entry amounts match: for one line item, change the wage rate to compensate for rounding.

These errors usually originate from manipulation of master files of the job and cost code information used by the records in the batch. This can include, but is not limited to, changes in files within the system or even through manipulation of files by external utilities.

For more information about correcting a prepay with variances, see “About Prepay Reconciliation” in this chapter.

Recording Subsistence

When entering time records, the system will only allow you to use a cost type defined

for labor in Job Cost. If you need to run a check for an employee's subsistence, create a time record using pay codes. If you use a non-taxable pay code and use a labor cost type, the system will automatically use the accounts from the Financial Posting Table set up for subsistence.

Equipment and Payroll

If the Equipment Cost Application is installed, both costs and revenue for equipment can be processed through payroll. Depending upon the type of record you are creating, the system derives the information used for posting in different ways. For more information, see "Default Schemes" in the Appendix.

For more information about setting up equipment information, see the *Equipment Cost Reference Manual*.

Equipment Used

On the time record, the system requires the production job, cost code, equipment cost type. This information is used to post costs for equipment used.

The rate charged for equipment use is derived using the hours and rate code on the time record.

Equipment use processed through Payroll also creates revenue for the equipment home job. For posting revenue, the system uses the component rate and job type to derive the cost code from the Financial Posting Table.

If equipment rate components are set up to post to the production job ("P"), then the system will use the Production Job Cost Type from the Rate Component Table in Equipment Cost, if any exists. Otherwise, the system will use the cost type for the component rate and job type in the Financial Posting Table.

If the system is set up to post revenue to the production job, then the revenue is posted as a reduction of cost instead of as revenue.

Equipment Maintained

On the time record, the system requires the item and phase to derive the cost code. Since equipment maintenance time is actually the employee's labor time, the system derives the cost type from the labor default in P/R Definition Setup.

Equipment Used To Maintain Equipment

If a piece of equipment is used to maintain another piece of equipment, these records can also be processed through time entry. The system actually creates 3 transactions and the information is derived if it does not exist on the time record.

The labor cost is posted by defining the equipment maintained, the item and phase, and the labor hours on the time entry screen. The system charges the labor to the job from the equipment home job, the cost code from the item and phase and the cost type from P/R Definition Setup.

The equipment cost is posted by defining the equipment used, the hours, and the rate

code on the time entry screen. The system charges the equipment hours to the *maintained* equipment home job, the cost code from the item and phase, and the cost type from the Cost Type Label File.

The equipment revenue is posted by defining the rate code on the time entry screen. The system derives the job from the equipment *used* equipment master. The system uses the equipment number and the rate code to derive the rates for revenue. The system posts the amounts using the cost code derived from Equipment Revenue Line Items in the Financial Posting Table using the job type on the equipment job.

The revenue cost type comes from the same derivation process as explained in Equipment Used, above.

Equipment and Material Sales Posting

If you use a piece of equipment on a payroll transaction that has the same equipment number as a Truck Master record, the equipment hours that post at completion can be inquired upon in Material Sales. Material Sales will also recognize these hours when generating the Internal Truck Revenue by Truck report (MCZ131) and display the hours as transportation hours. For more information, see the *Material Sales Reference Manual*.

Small Tools Charges

If a small tool has been assigned to an employee and the employee is paid through the Payroll Application, the system will create a small tools charge for the hours worked with payroll completion.

The small tools cost is treated as equipment used, as explained above, and gets charged to the job/cost code/cost type combination on the time record. The system charges the rate you set up for the tool and rate code combination in the Equipment Application. All hours the employee worked are used in calculating the charge.

To prevent small tools from being charged through payroll, you can reassign the small tool to the shop job. The system will no longer create a small tools charge for the employee.

For more information on setting up Small Tools Charging, see the *Equipment Cost Reference Manual*.

Equipment Mobilization

If you have incurred equipment mobilization charges during the payroll cycle, the system creates cost and revenue transactions based on the fee you assign to the dispatch record when you run payroll completion.

The cost is charged to the new location job on the dispatch record. The revenue transaction is posted to the job you define as the dispatch job on the dispatch record.

The system posts the mobilization fee to the revenue and expense cost codes you set up with the dispatch record.

If the mobilization dispatch uses an equipment job, the system will use the cost type on the Item/Phase associated with the dispatch record to post the mobilization cost. The

revenue will post to the cost type on the dispatch record.

For more information on dispatching equipment, see the *Equipment Cost Reference Manual*.

Equipment Standby Charging

If you dispatch a piece of equipment and the job site does not use the equipment for the standard hours set up in Equipment Cost Application, the system will charge the job site for the hours the equipment is on standby and not in use. These costs are posted through Payroll and the charges appear on the equipment distribution and equipment use reports that are printed at payroll pre-completion and completion.

The Standby Hours are charged to the job that was assigned to the Equipment, even if it worked at another job. The system derives the expense cost code from the Rate Component Table using the Standby Rate Code from E/C Definition Setup. The cost type is also derived from E/C Definition Setup.

The system posts the standby revenue to the job on the Equipment Master. The system derives the cost code from the Financial Posting Table using the job type on the Rate Component. The cost code is also derived from the Financial Posting Table.

For more information on dispatching equipment, see the *Equipment Cost Reference Manual*.

Using Check Types for Posting

The system uses check types 1-5 for posting to prior pay periods. In addition, you can define other check type codes. All user-defined check types post to current or future periods only. For check types used with a special payroll run, see “About Tax Tables” in Chapter 3.

Use check types, for example, to record handwritten payroll checks. The checks and time entry records can be entered into the system during a later pay cycle, but may be posted to the pay cycle in which they occurred.

Depending upon the check type you use, you need to consider if the financial period to which you are posting has been closed or not. The system will use the financial period attached to the week-ending date for the posting period.

For example, check type 1 only posts back one week and the payroll month is not likely to be closed. However, check type 5 posts back five weeks and the payroll month for the week-ending date may already be closed.

If you have not closed the prior month, the system will post the amounts to the prior payroll month for both Job Cost and General Ledger.

	Week Ending Date	Check Type	Open P/R Month (in P/R Definition Setup)	Posts to:
J/C, PD Node, PR Node	3/5/99	1-5	2/99	2/99

If you have already closed the prior month, the system will post to the prior month for J/C and the G/L PD node. However, the PR node will post to the open month.

	Week Ending Date	Check Type	Open Payroll Month (in P/R Definition Setup)	Posts to:
J/C	3/5/99	1-5	3/99	2/99
PD Node	3/5/99	1-5	3/99	2/99
PR Node	3/5/99	1-5	3/99	3/99

Check types and Deductions

Since deductions are set up by check type, when a check type is used on a time record, the system uses only check type specific deductions.

However, if you have multiple deductions set up for multiple check types and the deduction has limits on how much can be taken (either before or after tax), the system does not consider how much has been taken for a separate check type. You must manually total the amounts taken to date for all check types to determine whether the employee has met the limits on the deduction.

For more information about check type posting, see “About Using Check Types For Posting” in Chapter 2.

Job Cost Quantities through Payroll

The Payroll Application will allow you to add quantity records to a job with the Time Entry By Crew screen. You can use the screen to enter normal time records, but the heading information will also allow you to indicate quantities that will be updated with the time batch update. These quantities will be separate from the hours posted as quantities during payroll completion.

To view the Time Entry By Crew screen, you must set up your system for crew tracking. For more information, see “About Crew Tracking” in Chapter 2.

Quantity records can also be maintained using the Quantity Reporting screen accessed through Change existing quantity records.

Using this feature, the system will post quantities to the production job and cost code on the time record and will use the “00” cost type.

The system will print the Quantity Reporting Edit (MCC140) when you edit the batch and it will print the J/C - Job Cost Quantity Reporting Journal Proof (MCL426) at batch update. These reports will show the quantity information you have entered through the Time Entry By Crew screen.

For more information about tracking crew information posted through payroll, see the *Job Cost Reference Manual*.

Time Entry Processing

Access

Menu 105, Option, 21

Reports

Payroll Time Entry Batch Edit (MCP218)

P/R Allocation Split Report (MCP101)

Quantity Reporting Edit (MCC140)

Description

Use this option to add, change, edit, or delete payroll records through the batch management function. You can select the screen format that best matches the time cards from which you are entering information.

If you select in P/R Definition Setup to use future periods to post time, the system stores the information until that pay period becomes current then automatically applies the time card to weekly gross and cuts a check during check generation.

For information about processing time for an employee whose time is recharged, see “About Recharge” in Chapter 3.

For more information about creating batches, see “About Time Entry” in this chapter.

If Equipment Cost is installed, you can also use time entry to post equipment usage and maintenance information. For more information about setting up equipment records to post through Payroll, see the *Equipment Cost Reference Manual*.

If Material Sales is installed and you have linked the Equipment Master record used in time entry to a Truck Master record, the equipment usage hours can be accessed through Internal Truck functions. Any employee number used on the record will also be associated with the Material Sales record for tracking purposes. For more information, see the *Material Sales Reference Manual*.

For more information about the way posting occurs for equipment records, see “About Time Entry” in this chapter.

Descriptions of the reports that are generated during the batch edit process follow this task.

Procedure

Step 1: At the P/R Time Entry and Edit Cycle Menu (105) choose Option 21, Batch Processing. The system displays the Payroll Batch Processing, user identification screen.

Step 2: At the Payroll Batch Processing (User Identification) screen, type your user I.D. and press Enter. The system displays the Payroll Batch Processing, Batch Selection screen.

For more information about using the Batch Processing screens, see the Chapter 4 Overview.

Step 3: At the Payroll Batch Processing, Batch Selection screen, you can create, maintain, delete, or edit a batch created with your user I.D.

To create a new batch, at the next available line, type the batch number, select the batch and press Create and Maintain (“1”). The system displays the Time Entry Selection screen.

To maintain an existing batch, select the batch you want and press Create or Maintain (“1”). The system displays the Time Entry Selection screen.

To delete an existing batch, select the batch you want and press Delete (“2”). The system displays the Payroll Batch Processing, Batch Delete Function screen.

To edit all transactions in a batch, select the batch you want and press Submit Edit for All (“3”).

To edit only the error transactions of a batch, select the batch you want and press Submit Edit for Error (“4”).

Note: If you edit only for error transactions, the Payroll Batch Edit (MCP218) report lists only records with errors. After errors are corrected, you still need to run Submit Edit for All before you may update the batch.

Tip: Once you submit a batch to edit, delete, or update, you can refresh the “ACTIVE IN XXX MODE” messages by using Roll.

To return to the previous screen, press F12.

To return to the main menu, press F3.

Step 4: At the Payroll Batch Processing, Batch Delete Function screen, press F6 to submit the deletion.

To return to the Payroll Batch Processing, Batch Selection screen without deleting, press F12.

Step 5: At the Time Entry Selection screen, select the type of record you want to add and press Enter. The system displays the screen for the type of record you select.

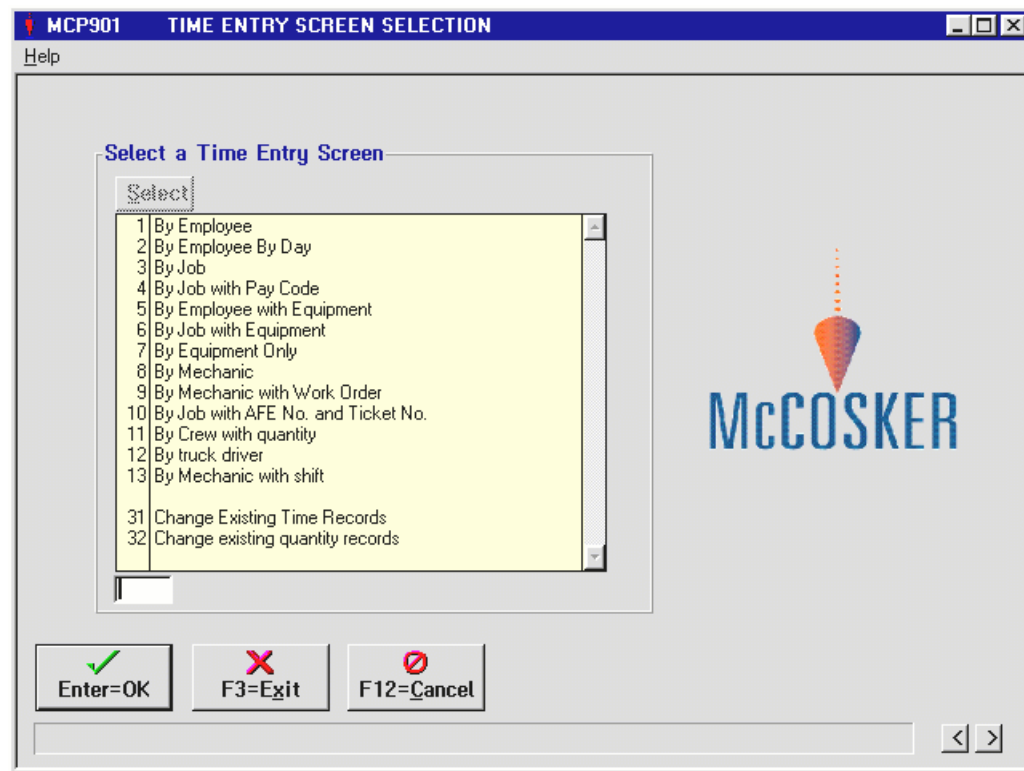
To return to the previous screen, press F12.

Time Entry Screen Selection

The system displays this screen when you select a batch and press Create or Maintain (“1”) at the Payroll Batch Processing, Batch Selection screen.

Use this screen to select the time entry maintenance you want to perform.

Depending upon the applications installed on your system, different time entry screens will be available. Screen and field descriptions for each screen follow.



Field Descriptions

SELECT A TIME ENTRY SCREEN - Required. Choose the time entry screen for the type of maintenance you want to perform and press Select. Valid options may be:

By Employee

By Employee By Day

By Job

By Job With Pay Code

By Employee With Equipment

By Job With Equipment

By Equipment Only

By Mechanic

By Mechanic With Work Order

By Job With AFE No. And Ticket No.

By Crew With Quantity

By Truck Driver

By Mechanic With Shift

Change Existing Time Records

Change Existing Quantity Records

Function Key Descriptions

F3 Return to the previous screen.

F12 Return to the previous screen.

Enter Display your selected time entry maintenance screen.

Pay Period Date Selection Screen

The system displays this screen when you select a time entry screen at Time Entry Screen Selection and you use future periods to post time. Future posting is determined in P/R Definition Setup. This screen will only display when there are no records yet added to the batch.

Use this screen to select the pay period you want to maintain and assign a pay period to a batch.

Field Descriptions

ACTION BUTTON - Optional. To specify a pay period for the time record, select the period you want and press Select (“X”). The system uses the selected period ending date as the default date in the header of the time record.

Time records created for future periods are held by the system until the period becomes current and they are processed and posted to G/L and J/C with the regular payroll cycle.

PAY PERIOD ENDING DATE - Display only. The system displays all pay periods from the Payroll Date Schedule Master file.

Function Key Descriptions

F3 Return to the previous screen.

F12 Return to the previous screen.

Time Entry by Employee Screen

The system displays this screen when you select By Employee at Time Entry Screen Selection.

Use this screen to enter time for an individual employee that can be separated by job or by hours per day.

Field Descriptions

EMPLOYEE - Required. Maximum 5 characters. Type the employee code for the time record. When you enter the employee code, the system displays the name to the right of the code.

If the employee code is numeric only, then this field becomes “Maximum 5 digits.”

PERIOD END - Display only. The ending date for the pay period you are maintaining displays.

DATE - Optional. Maximum 6 digits. Type the date that applies to all information on this screen. The date can be overridden for a particular line item by specifying a date below.

If you leave this field blank, the system will use the pay period ending date from the payroll date schedule.

JOB (Job number) - Optional. Maximum 6 digits. Type the job number to charge the labor.

If you do not enter a job number, the system uses the default job from the

employee's labor master record.

If you are recharging labor, type the production job to be charged at the recharge rate. For more information, see “About Recharge” in Chapter 3.

(Cost Code) - Optional. Variable length digits. Type the cost code to charge the employee's time.

If you do not enter a cost code, the system uses the cost code entered in the employee's labor master record.

CT (Cost Type) - Optional. Maximum 2 digits. Type the cost type to charge the employee's time.

If you do not enter a cost type, the system uses the default cost type from the P/R Definition Setup.

REGULAR HOURS - Maximum 5 digits, 2 decimals. To record the straight time worked, type the number of hours.

REGULAR RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for straight time, type the hourly wage.

If you leave blank, the system uses wage rate 1 from the employee's labor master record.

If no wage rate is found in the labor master record, the system uses wage rate 1 from the Wage Rate Table according to the job worked and occupation code.

OVERTIME HOURS - Maximum 5 digits, 2 decimals. To record overtime hours worked, type the number of overtime hours.

C (Wage Rate Code) - Maximum 1 digit. Defaults to “2”. To assign a wage rate to the overtime hours, type the number. The system validates the code against the Wage Rate Code Table.

The system uses the wage rate code to calculate overtime wages from wage rates 2-5 in the employee master or the wage rate table.

OVERTIME RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for overtime, type the hourly wage.

If you do not specify a wage rate for overtime hours, the system uses the wage rate from the employee's labor master record based on the wage rate code you specify.

If no wage rate is found in the labor master record, using the wage rate code, the system uses the wage rate from Wage Rate Table according to the job worked and occupation code.

OCCUP. (Occupation Code) - Optional. Maximum 7 characters. Type the code that identifies the employee's occupation. The system validates the code against the Occupation Codes Table.

If you leave blank, the system uses the occupation code from the employee's labor master record.

DATE - Optional. Maximum 6 digits. To record a specific date worked, type the date.

If you leave blank, the system will use the date entered at the top of the screen or the period ending date.

CK TY (Check Type) - Optional. Maximum 1 character. To post payroll information to a previous pay period (1-5) or to cut a separate check, type the check type code. The system validates the code against the Check Type file.

For check types that post to previous periods, the payroll month you want to post to must still be open.

EN (Entitlement Code) - Optional. Maximum 1 character. To have the time taken from accrued entitlements, type the entitlement code. The system validates the code against the Entitlement Code file.

For more information, see “About Entitlements” in Chapter 3.

TOTAL HOURS - Display only. The system displays the total hours entered for the employee when you press Enter.

Function Key Descriptions

F3 Return to the previous screen without saving.

F4 Access the Window List for the field the cursor is in.

F9 Access Add mode.

F10 Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.

F11 Access Delete mode. This function key is available only after you are in Change mode.

Dup Copy the information from the line immediately above the cursor to the field the cursor is in.

Enter Save the information and return to the Time Entry Screen Selection.

Time Entry by Employee by Day Screen

The system displays this screen when you select By Employee By Day (“2”) at Time Entry Screen Selection.

Use this screen to enter an individual employee's time by the day for the specific pay period.

MCP901B TIME ENTRY BY EMPLOYEE BY DAY ADD

Help

Employee W/E Date

Job/I	Ct	Tk	Sbt	CT	C	6	7	8	9	10	11	12	Ck	En
Occupation													Ty	
				ST										
				OT										
				ST										
				OT										
				ST										
				OT										
				ST										
				OT										

Total hours

DUP

Enter=OK F3=Exit F4=List F10=Change F12=Cancel

Field Descriptions

EMPLOYEE - Required. Maximum 5 characters. Type the employee code for the time record. When you enter the employee code, the system displays the name to the right of the code.

If the employee code is numeric only, then this field becomes “Maximum 5 digits.”

W/E DATE - Optional. Maximum 6 digits. Defaults to the current period ending date. To change the week-ending date, type the date. When you press Enter, the system changes the day fields to correspond with the week-ending date.

JOB (Job number) - Optional. Maximum 6 digits. Type the job number to charge the labor.

If you do not enter a job number, the system uses the default job from the employee's labor master record.

If you are recharging labor, type the production job to be charged at the recharge rate. For more information, see “About Recharge” in Chapter 3.

(Cost Code) - Optional. Variable length digits. Type the cost code to charge the

labor.

If you do not enter a cost code, the system uses the cost code entered in the employee's labor master record.

CT (Cost Type) - Optional. Maximum 2 digits. Type the cost type to charge the labor.

If you do not enter a cost type, the system uses the default cost type from the P/R Definition Setup.

ST (Straight Time) - Display only. The employee's regular hours should be entered next to this label.

OT (Overtime) - Display only. The employee's overtime hours should be entered next to this label.

Note: If overtime is posted to a different job/cost code/cost type than straight time, you must enter a new line item with a new job/cost code/cost type.

C (Wage Rate Code) - Maximum 1 digit. Defaults to "2". To assign a wage rate to the overtime hours, type the number. The system validates the code against the Wage Rate Code Table.

The system uses the wage rate code to calculate overtime wages from wage rates 2-5 in the employee master or the wage rate table.

(Day) - Display only. The 7 days of the month prior to the week-ending date display.

CK TY (Check Type) - Optional. Maximum 1 character. To post payroll information to a previous pay period (1-5) or to cut a separate check, type the check type code. The system validates the code against the Check Type file.

For check types that post to previous periods, the payroll month you want to post to must still be open.

EN (Entitlement Code) - Optional. Maximum 1 character. To have the time taken from accrued entitlements, type the entitlement code. The system validates the code against the Entitlement Code file.

For more information, see "About Entitlements" in Chapter 3.

OCCUPATION - Optional. Maximum 7 characters. Type the code that identifies the employee's occupation. The system validates the code against the Occupation Codes Table.

If you leave blank, the system uses the occupation code from the employee's labor master record.

TOTAL HOURS - Display only. The system displays the total hours entered for the employee when you press Enter.

Function Key Descriptions

F3 Return to the previous screen without making any entries or changes.

- F4** Access the Window List for the field the cursor is in.
- F9** Access Add mode.
- F10** Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.
- F11** Access Delete mode. This function key is available only after you are in Change mode.
- Dup** Copy the information from the line immediately above the cursor to the field the cursor is in.
- Enter** Save the information and return to the Time Entry Screen Selection.

Time Entry by Job Screen

The system displays this screen when you select By Job (“3”) at Time Entry Screen Selection.

Use this screen to enter the time worked by one or more employees on a specific job.

The screenshot shows a software window titled "MCP901C TIME ENTRY BY JOB ADD". At the top left is a "Help" button. Below the title bar, there is a "Job" input field and a "Period End" date field set to "3/26/99". Below these is a table with columns: Emp., Employee Name, Ct Tk Sbt, CT, Hours, Rate, Hours C, Rate, Occup., Date, Ck, Ty, and En. The table has a yellow background and is currently empty. At the bottom of the window, there are five buttons: "Enter=OK" (with a green checkmark), "F3=Exit" (with a red X), "F4=List" (with three blue dots), "F10=Change" (with a purple squiggle), and "F12=Cancel" (with a red circle and slash). There are also navigation arrows at the bottom right.

Field Descriptions

JOB (Job number) - Optional. Maximum 6 digits. Type the job number to charge the labor. The system validates the number against the Job Master file.

PERIOD END - Display only. The ending date for the pay period you are maintaining displays.

DATE - Optional. Maximum 6 digits. Type the date that applies to all information on this screen. The date can be overridden for a particular line item by specifying a date below.

If you leave this field blank, the system will use the pay period ending date from the payroll date schedule.

EMP (Employee Code) - Required. Maximum 5 characters. Type the employee code for the time record. When you enter the employee code, the system displays the name to the right of the code.

If the employee code is numeric only, then this field becomes “Maximum 5 digits.”

(Cost Code) - Optional. Variable length digits. Type the cost code to charge the employee's time.

If you do not enter a cost code, the system uses the cost code entered in the employee's labor master record.

CT (Cost Type) - Optional. Maximum 2 digits. Type the cost type to charge the employee's time.

If you do not enter a cost type, the system uses the default cost type from the P/R Definition Setup.

REGULAR HOURS - Maximum 5 digits, 2 decimals. To record the straight time worked, type the number of hours.

REGULAR RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for straight time, type the hourly wage.

If you leave blank, the system uses wage rate 1 from the employee's labor master record.

If no wage rate is found in the labor master record, the system uses wage rate 1 from the Wage Rate Table according to the job worked and occupation code.

OVERTIME HOURS - Maximum 5 digits, 2 decimals. To record overtime hours worked, type the number of overtime hours.

C (Wage Rate Code) - Maximum 1 digit. Defaults to "2". To assign a wage rate to the overtime hours, type the number. The system validates the code against the Wage Rate Code Table.

The system uses the wage rate code to calculate overtime wages from wage rates 2-5 in the employee master or the wage rate table.

OVERTIME RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for overtime, type the hourly wage.

If you do not specify a wage rate for overtime hours, the system uses the wage rate from the employee's labor master record based on the wage rate code you specify.

If no wage rate is found in the labor master record, using the wage rate code, the system uses the wage rate from Wage Rate Table according to the job worked and occupation code.

OCCUP. (Occupation Code) - Optional. Maximum 7 characters. Type the code that identifies the employee's occupation. The system validates the code against the Occupation Codes Table.

If you leave blank, the system uses the occupation code from the employee's labor master record.

DATE - Optional. Maximum 6 digits. To record a specific date worked, type the date.

If you leave blank, the system will use the date entered at the top of the screen or the period ending date.

CK TY (Check Type) - Optional. Maximum 1 character. To post payroll information to a previous pay period (1-5) or to cut a separate check, type the check type code. The system validates the code against the Check Type file.

For check types that post to previous periods, the payroll month you want to post to must still be open.

EN (Entitlement Code) - Optional. Maximum 1 character. To have the time taken from accrued entitlements, type the entitlement code. The system validates the code against the Entitlement Code file.

For more information, see “About Entitlements” in Chapter 3.

Function Key Descriptions

- F3** Return to the previous screen without making any entries or changes.
- F4** Access the Window List for the field the cursor is in.
- F9** Access Add mode.
- F10** Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.
- F11** Access Delete mode. This function key is available only after you are in Change mode.
- Dup** Copy the information from the line immediately above the cursor to the field the cursor is in.
- Enter** Save the information and return to the Time Entry Screen Selection.

Pay Code Time Entry Screen

The system displays this screen when you select By Job With Pay Code (“4”) at Time Entry Screen Selection.

Use this screen to enter lump sum distribution information by job and pay code.

Field Descriptions

JOB (Job number) - Optional. Maximum 6 digits. Type the job number that applies to all information on this screen. The system validates the number against the Job Master file.

The job can be overridden for a particular line item by specifying a job below.

DATE - Optional. Maximum 6 digits. Type the date that applies to all information on this screen. The date can be overridden for a particular line item by specifying a date below.

If you leave this field blank, the system will use the pay period ending date from the payroll date schedule.

PAY CODE - Optional. Maximum 3 digits. Type the pay code that applies to all information on this screen. The system validates the number against the Pay Code file.

The pay code can be overridden for a particular line item by specifying a pay code below.

PERIOD END - Display only. The ending date for the pay period you are maintaining displays.

EMP (Employee Code) - Required. Maximum 5 characters. Type the employee code for the time record.

If the employee code is numeric only, then this field becomes “Maximum 5 digits.”

NAME - Display only. When you press Enter, the system displays the name associated with the employee code from the Labor Master file.

AMOUNT - Optional. Maximum 9 digits, 2 decimals. Type the lump sum amount.

PAY CODE - Optional. Maximum 3 digits. To specify a pay code for the line item, type the code. The system validates the code against the Pay Code file.

If you leave blank, the system uses the pay code at the top of the screen.

JOB (Job number) - Optional. Maximum 6 digits. Type the job number to charge the labor. The system validates the number against the Job Master file.

If you leave blank, the system uses the job at the top of the screen.

(Cost Code) - Optional. Variable length digits. Type the cost code to charge the employee's time.

If you do not enter a cost code, the system uses the cost code entered in the employee's labor master record.

CT (Cost Type) - Optional. Maximum 2 digits. Type the cost type to charge the employee's time.

If you do not enter a cost type, the system uses the default cost type from the P/R Definition Setup.

HOURS - Optional. Maximum 5 digits, 2 decimals. To record the hours for the lump sum amount, type the number of hours.

CK TY (Check Type) - Optional. Maximum 1 character. To post payroll information to a previous pay period (1-5) or to cut a separate check, type the check type code. The system validates the code against the Check Type file.

For check types that post to previous periods, the payroll month you want to post to must still be open.

EN (Entitlement Code) - Optional. Maximum 1 character. To have the time taken from accrued entitlements, type the entitlement code. The system validates the code against the Entitlement Code file.

For more information, see “About Entitlements” in Chapter 3.

Function Key Descriptions

F3 Return to the previous screen without making any entries or changes.

F4 Access the Window List for the field the cursor is in.

F9 Access Add mode.

F10 Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.

- F11** Access Delete mode. This function key is available only after you are in Change mode.
- Dup** Copy the information from the line immediately above the cursor to the field the cursor is in.
- Enter** Save the information and return to the Time Entry Screen Selection.

Time Entry by Employee, With Equipment Used Screen

The system displays this screen when you select By Employee With Equipment (“5”) at Time Entry Screen Selection. This option only displays if the Equipment Cost Application is installed.

Use this screen to include the equipment used when you record an employee's time.

The screenshot shows a software window titled "MCP901E TIME ENTRY BY EMPLOYEE ADD". Inside, there's a "with Equipment Used" section. It includes an "Employee" text field, a "Date" text field, and a "Period End" field set to "3/19/99". Below this is a table with the following columns: Job, Ct, Tk, Sbt, Equip, Hours, Rate, and Occup. The table has 5 rows. At the bottom of the window, there are several buttons: "Enter=OK" (with a green checkmark), "F3=Exit" (with a red X), "F4=List" (with three dots), "F10=Change" (with a wavy line), and "F12=Cancel" (with a red circle and slash). There is also a "Total hrs" label and a "DUP" button.

Field Descriptions

PERIOD END - Display only. The ending date for the pay period you are maintaining displays.

EMPLOYEE - Required. Maximum 5 characters. Type the employee code for the time record. When you enter the employee code, the system displays the name to the right of the code.

If the employee code is numeric only, then this field becomes “Maximum 5 digits.”

DATE - Optional. Maximum 6 digits. Type the date that applies to all information on this screen. The date can be overridden for a particular line item by specifying a date below.

If you leave this field blank, the system will use the pay period ending date from the payroll date schedule.

JOB (Job number) - Optional. Maximum 6 digits. Type the job number to charge the labor and equipment cost. The system validates the number against the Job

Master file.

If you leave blank, the system uses the job at the top of the screen.

(Cost Code) - Optional. Variable length digits. Type the cost code to charge the employee's time and the equipment cost.

If you do not enter a cost code, the system uses the cost code entered in the employee's labor master record for the labor.

CT (Cost Type) - Optional. Maximum 2 digits. Type the cost type to charge the employee's time.

If you do not enter a cost type, the system uses the default cost type from the P/R Definition Setup.

REGULAR HOURS - Maximum 5 digits, 2 decimals. To record the straight time worked, type the number of hours.

REGULAR RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for straight time, type the hourly wage.

If you leave blank, the system uses wage rate 1 from the employee's labor master record.

If no wage rate is found in the labor master record, the system uses wage rate 1 from the Wage Rate Table according to the job worked and occupation code.

OVERTIME HOURS - Maximum 5 digits, 2 decimals. To record overtime hours worked, type the number of overtime hours.

C (Wage Rate Code) - Maximum 1 digit. Defaults to "2". To assign a wage rate to the overtime hours, type the number. The system validates the code against the Wage Rate Code Table.

The system uses the wage rate code to calculate overtime wages from wage rates 2-5 in the employee master or the wage rate table.

OVERTIME RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for overtime, type the hourly wage.

If you do not specify a wage rate for overtime hours, the system uses the wage rate from the employee's labor master record based on the wage rate code you specify.

If no wage rate is found in the labor master record, using the wage rate code, the system uses the wage rate from Wage Rate Table according to the job worked and occupation code.

OCCUP. (Occupation Code) - Optional. Maximum 7 characters. Type the code that identifies the employee's occupation. The system validates the code against the Occupation Codes Table.

If you leave blank, the system uses the occupation code from the employee's labor master record.

DATE - Optional. Maximum 6 digits. To record a specific date worked, type the date.

If you leave blank, the system will use the date entered at the top of the screen

or the period ending date.

CK TY (Check Type) - Optional. Maximum 1 character. To post payroll information to a previous pay period (1-5) or to cut a separate check, type the check type code. The system validates the code against the Check Type file.

For check types that post to previous periods, the payroll month you want to post to must still be open.

EN (Entitlement Code) - Optional. Maximum 1 character. To have the time taken from accrued entitlements, type the entitlement code. The system validates the code against the Entitlement Code file.

For more information, see “About Entitlements” in Chapter 3.

EQUIP (Equipment Code) - Optional. Maximum 8 digits. To identify the equipment used for each record, type the equipment code. The system validates the code against the Equipment Master file.

If you have also set up your Equipment Master record as a Truck Master record, the hours you post through Payroll will be accessible to Material Sales. For more information, see the *Material Sales Reference Manual*.

HOURS - Optional. Maximum 5 digits, 2 decimals. To record the hours the equipment was used, type the number of hours. The system will use these hours to calculate the equipment revenue for posting to G/L and J/C.

CD (Equipment Rate Code) - Optional. Maximum 1 character. To specify the hourly rate at which the equipment revenue is earned, type a valid equipment rate code. The system uses the equipment code and job to find the correct equipment rate to calculate equipment revenue.

The system validates the equipment code/job/rate code combination against the Rate Code Table. For more information, see the *Equipment Cost Reference Manual*.

CT (Equipment Cost Type) - Required. Maximum 2 digits. Type the cost type for charging the equipment time. The system uses the job and cost code above with this cost type for the equipment cost.

The system validates the job/cost code/cost type combination against the Job Chart Of Accounts Master file.

TOTAL HOURS - Display only. The system displays the total hours entered for the labor and for the equipment time when you press Enter.

Function Key Descriptions

- F3** Return to the previous screen without making any entries or changes.
- F4** Access the Window List for the field the cursor is in.
- F9** Access Add mode.

- F10** Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.
- F11** Access Delete mode. This function key is available only after you are in Change mode.
- Dup** Copy the information from the line immediately above the cursor to the field the cursor is in.
- Enter** Save the information and return to the Time Entry Screen Selection.

Time Entry by Job, With Equipment Used Screen

The system displays this screen when you select By Job with Equipment (“6”) at Time Entry Screen Selection. This option only displays if the Equipment Cost Application is installed.

Use this screen to include the equipment used when you record employee time for a specific job.

The screenshot shows a software window titled 'MCP901F TIME ENTRY BY JOB ADD'. Below the title bar is a 'Help' button. The main area is titled 'with Equipment Used'. It contains a 'Job' field and a 'Period End' field set to '3/19/99'. Below these is a table with the following columns: Emp., Ct, Tk, Sbt, CT, Hours, Cd, CT, -Regular- Hours, Rate, -Overtime- Hours C, Rate, Occup., Date, Ty, and En. The table has five empty rows. At the bottom of the window are five buttons: 'DUP', 'Enter=OK' (with a green checkmark), 'F3=Exit' (with a red X), 'F4=List' (with three blue dots), 'F10=Change' (with a pink squiggle), and 'F12=Cancel' (with a red circle and slash). There are also left and right arrow buttons at the bottom right.

Field Descriptions

PERIOD END - Display only. The ending date for the pay period you are maintaining displays.

JOB (Job number) - Optional. Maximum 6 digits. Type the job number to charge the labor and equipment cost. The system validates the number against the Job Master file.

DATE - Optional. Maximum 6 digits. Type the date that applies to all information on this screen. The date can be overridden for a particular line item by specifying a date below.

If you leave this field blank, the system will use the pay period ending date from the payroll date schedule.

EMPLOYEE - Required. Maximum 5 characters. Type the employee code for the time record. When you enter the employee code, the system displays the name to the right of the code.

If the employee code is numeric only, then this field becomes “Maximum 5 digits.”

(Cost Code) - Optional. Variable length digits. Type the cost code to charge the employee's time and the equipment cost.

If you do not enter a cost code, the system uses the cost code entered in the employee's labor master record for the labor.

CT (Cost Type) - Optional. Maximum 2 digits. Type the cost type to charge the employee's time.

If you do not enter a cost type, the system uses the default cost type from the P/R Definition Setup.

REGULAR HOURS - Maximum 5 digits, 2 decimals. To record the straight time worked, type the number of hours.

REGULAR RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for straight time, type the hourly wage.

If you leave blank, the system uses wage rate 1 from the employee's labor master record.

If no wage rate is found in the labor master record, the system uses wage rate 1 from the Wage Rate Table according to the job worked and occupation code.

OVERTIME HOURS - Maximum 5 digits, 2 decimals. To record overtime hours worked, type the number of overtime hours.

C (Wage Rate Code) - Maximum 1 digit. Defaults to "2". To assign a wage rate to the overtime hours, type the number. The system validates the code against the Wage Rate Code Table.

The system uses the wage rate code to calculate overtime wages from wage rates 2-5 in the employee master or the wage rate table.

OVERTIME RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for overtime, type the hourly wage.

If you do not specify a wage rate for overtime hours, the system uses the wage rate from the employee's labor master record based on the wage rate code you specify.

If no wage rate is found in the labor master record, using the wage rate code, the system uses the wage rate from Wage Rate Table according to the job worked and occupation code.

OCCUP. (Occupation Code) - Optional. Maximum 7 characters. Type the code that identifies the employee's occupation. The system validates the code against the Occupation Codes Table.

If you leave blank, the system uses the occupation code from the employee's labor master record.

DATE - Optional. Maximum 6 digits. To record a specific date worked, type the date.

If you leave blank, the system will use the date entered at the top of the screen or the period ending date.

CK TY (Check Type) - Optional. Maximum 1 character. To post payroll

information to a previous pay period (1-5) or to cut a separate check, type the check type code. The system validates the code against the Check Type file.

For check types that post to previous periods, the payroll month you want to post to must still be open.

EN (Entitlement Code) - Optional. Maximum 1 character. To have the time taken from accrued entitlements, type the entitlement code. The system validates the code against the Entitlement Code file.

For more information, see “About Entitlements” in Chapter 3.

EQUIP (Equipment Code) - Optional. Maximum 8 digits. To identify the equipment used for each record, type the equipment code. The system validates the code against the Equipment Master file.

If you have also set up your Equipment Master record as a Truck Master record, the hours you post through Payroll will be accessible to Material Sales. For more information, see the *Material Sales Reference Manual*.

HOURS - Optional. Maximum 5 digits, 2 decimals. To record the hours the equipment was used, type the number of hours. The system will use these hours to calculate the equipment revenue for posting to G/L and J/C.

CD (Equipment Rate Code) - Optional. Maximum 1 character. To specify the hourly rate at which the equipment revenue is earned, type a valid equipment rate code. The system uses the equipment code and job to find the correct equipment rate to calculate equipment revenue.

The system validates the equipment code/job/rate code combination against the Rate Code Table. For more information, see the *Equipment Cost Reference Manual*.

CT (Equipment Cost Type) - Required. Maximum 2 digits. Type the cost type for charging the equipment time. The system uses the job and cost code above with this cost type for the equipment cost.

The system validates the job/cost code/cost type combination against the Job Chart Of Accounts Master file.

Function Key Descriptions

F3 Return to the previous screen without making any entries or changes.

F4 Access the Window List for the field the cursor is in.

F9 Access Add mode.

F10 Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.

F11 Access Delete mode. This function key is available only after you are in Change mode.

Dup Copy the information from the line immediately above the cursor to the field the cursor is in.

Enter Save the information and return to the Time Entry Screen Selection.

Equipment Time Entry Screen

The system displays this screen when you select By Equipment Only (“7”) at Time Entry Screen Selection. This option only displays if the Equipment Cost Application is installed.

Use this screen to record equipment time records for a specific job.

Field Descriptions

PERIOD END - Display only. The ending date for the pay period you are maintaining displays.

JOB (Job number) - Required. Maximum 6 digits. Type the job number to charge the equipment cost. The system validates the number against the Job Master file.

DATE - Optional. Maximum 6 digits. Type the date that applies to all information on this screen. The date can be overridden for a particular line item by specifying a date below.

If you leave this field blank, the system will use the pay period ending date from the payroll date schedule.

(Cost Code) - Required. Variable length digits. Type the cost code to charge the equipment cost.

COST TYPE - Required. Maximum 2 digits. Type the cost type for charging the equipment time. The system uses the job and cost code above with this cost type for the equipment cost.

The system validates the job/cost code/cost type combination against the Job Chart Of Accounts Master file.

EQUIP. NO. (Equipment Code) - Optional. Maximum 8 digits. To identify the equipment used for each record, type the equipment code. The system validates the code against the Equipment Master file.

If you have also set up your Equipment Master record as a Truck Master record, the hours you post through Payroll will be accessible to Material Sales. For more information, see the *Material Sales Reference Manual*.

HOURS - Optional. Maximum 5 digits, 2 decimals. To record the hours the equipment was used, type the number of hours. The system will use these hours to calculate the equipment revenue for posting to G/L and J/C.

CD (Equipment Rate Code) - Optional. Maximum 1 character. To specify the hourly rate at which the equipment revenue is earned, type a valid equipment rate code. The system uses the equipment code and job to find the correct equipment rate to calculate equipment revenue.

The system validates the equipment code/job/rate code combination against the Rate Code Table. For more information, see the *Equipment Cost Reference Manual*.

DATE - Optional. Maximum 6 digits. To record a specific date the equipment was used, type the date.

If you leave blank, the system will use the date entered at the top of the screen or the period ending date.

Function Key Descriptions

F3 Return to the previous screen without making any entries or changes.

F4 Access the Window List for the field the cursor is in.

F9 Access Add mode.

F10 Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.

F11 Access Delete mode. This function key is available only after you are in Change mode.

Dup Copy the information from the line immediately above the cursor to the field the cursor is in.

Enter Save the information and return to the Time Entry Screen Selection.

Mechanic Time Entry Screen

The system displays this screen when you select By Mechanic (“8”) at Time Entry Screen Selection. This option only displays if the Equipment Cost Application is installed.

Use this screen to record time spent on equipment maintenance by an individual employee.

Field Descriptions

PERIOD END - Display only. The ending date for the pay period you are maintaining displays.

EMPLOYEE - Required. Maximum 5 characters. Type the employee code for the time record. When you enter the employee code, the system displays the name to the right of the code.

If the employee code is numeric only, then this field becomes “Maximum 5 digits.”

DATE - Optional. Maximum 6 digits. Type the date that applies to all information on this screen. The date can be overridden for a particular line item by specifying a date below.

If you leave this field blank, the system will use the pay period ending date from the payroll date schedule.

MAINTAINED EQUIP (Equipment Code) - Optional, but required with Item/Phase. Maximum 8 digits. Type a valid equipment number to identify the equipment maintained. The system validates the code against the Equipment

Master File.

The system uses the job on the Equipment Master to find the job to charge maintenance costs. The job associated with the equipment maintained can be overridden using the Mechanic Time Entry, Override Job/Cost Code screen below.

MAINTAINED ITEM - Optional. Maximum 5 digits. Type the item segment for the equipment maintenance label. The system validates the item/phase combination against the Equipment Maintenance Label file.

The system uses the item/phase on the time record to find the cost code for posting equipment costs. The cost code associated with the item/phase can be overridden using the Mechanic Time Entry, Override Job/Cost Code screen below.

If you specify neither item/phase *nor* override cost code, an error may appear on the time edit.

For more information on item/phase codes, see the *Equipment Cost Reference Manual*.

MAINTAINED PHASE - Optional. Maximum 3 digits. Type the phase segment for the equipment maintenance label. The system validates the item/phase combination against the Equipment Maintenance Label file.

The system uses the item/phase on the time record to find the cost code for posting costs. The cost code associated with the item/phase can be overridden using the Mechanic Time Entry, Override Job/Cost Code screen below.

If you specify neither item/phase *nor* override cost code, an error may appear on the time edit.

For more information on item/phase codes, see the *Equipment Cost Reference Manual*.

REGULAR HOURS - Maximum 5 digits, 2 decimals. To record the straight time worked, type the number of hours.

REGULAR RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for straight time, type the hourly wage.

If you leave blank, the system uses wage rate 1 from the employee's labor master record.

If no wage rate is found in the labor master record, the system uses wage rate 1 from the Wage Rate Table according to the job worked and occupation code.

OVERTIME HOURS - Maximum 5 digits, 2 decimals. To record overtime hours worked, type the number of overtime hours.

C (Wage Rate Code) - Maximum 1 digit. Defaults to "2". To assign a wage rate to the overtime hours, type the number. The system validates the code against the Wage Rate Code Table.

The system uses the wage rate code to calculate overtime wages from wage rates 2-5 in the employee master or the wage rate table.

OVERTIME RATE - Maximum 7 digits, 4 decimals. To record the wage rate

used for overtime, type the hourly wage.

If you do not specify a wage rate for overtime hours, the system uses the wage rate from the employee's labor master record based on the wage rate code you specify.

If no wage rate is found in the labor master record, using the wage rate code, the system uses the wage rate from Wage Rate Table according to the job worked and occupation code.

DATE - Optional. Maximum 6 digits. To record a specific date for the time record, type the date.

If you leave blank, the system will use the date entered at the top of the screen or the period ending date.

TOTAL HOURS - Display only. The system displays the total hours entered for the employee when you press Enter.

Function Key Descriptions

- F3** Return to the Time Entry Screen Selection.
- F4** Access the Window List for the field the cursor is in.
- F9** Access Add mode.
- F10** Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.
- F11** Access Delete mode. This function key available only after you are in Change mode.
- F12** Return to the previous screen.
- F13** Toggle to access the Equipment Used fields.
- Dup** Copy the information from the line immediately above the cursor to the field the cursor is in.
- F18** Toggle to access the Mechanic Time Entry, Job/Cost Code Override screen.
- Enter** Save the information and return to the Time Entry Screen Selection.

Mechanic Time Entry, Job/Cost Code Override Screen

The system displays this screen when you type an employee code, press Enter and then press F18 at the Mechanic Time Entry screen. You can only access this screen if the Equipment Cost Application is installed.

Use this screen to override the information associated with the equipment maintained or to maintain additional time record information.

The screenshot shows a software window titled "MCP901H MECHANIC TIME ENTRY ADD". Inside, there's a "Job/Cost Code Override" section. It includes an "Employee" field with the name "SALOMON T. ABURDEE", a "Period End" field with the date "3/19/99", and a "Date" field. Below these fields is a table with columns for "Equip", "Job", "Ct", "Item", "Phase", "Hours", "Rate", and "Date". The table is divided into three sections: "Maintained", "Regular", and "Overtime". At the bottom of the window, there are several buttons: "Enter=OK", "F3=Exit", "F4=List", "F10=Change", and "F12=Cancel".

Field Descriptions

Below are only the fields not described on the previous screen.

JOB - Optional. Maximum 6 digits. To specify a job other than the equipment home job, type the job number.

If you leave this field blank, the system charges the employee's time to the home job entered in the Equipment Master record of the maintained equipment.

(Cost Code) - Optional. Variable length digits. To specify a cost code other than the item phase cost code, type the cost code.

If you leave this field blank, the system uses the cost code on the item/phase.

If you specify neither item/phase *nor* override cost code, an error may appear on the time edit.

CT (Cost Type) - Optional. Maximum 2 digits. Type the cost type to charge the employee's time.

If you do not enter a cost type, the system uses the default cost type from P/R

Definition Setup.

EQ CT (Equipment Cost Type) - Maximum 2 digits. Type the cost type for charging the equipment maintenance. The system uses the job and cost code above with this cost type for the equipment cost.

If no equipment cost type exists on the time record, the system derives the equipment cost type from the Cost Type Label File.

The system validates the job/cost code/cost type combination against the Job Chart Of Accounts Master file.

OCCUP. (Occupation Code) - Optional. Maximum 7 characters. Type the code that identifies the employee's occupation. The system validates the code against the Occupation Codes Table.

If you leave blank, the system uses the occupation code from the employee's labor master record.

CK TY (Check Type) - Optional. Maximum 1 character. To post payroll information to a previous pay period (1-5) or to cut a separate check, type the check type code. The system validates the code against the Check Type file.

For check types that post to previous periods, the payroll month you want to post to must still be open.

EN (Entitlement Code) - Optional. Maximum 1 character. To have the time taken from accrued entitlements, type the entitlement code. The system validates the code against the Entitlement Code file.

For more information, see “About Entitlements” in Chapter 3.

Function Key Descriptions

F3 Return to the Time Entry Screen Selection.

F4 Access the Window List for the field the cursor is in.

F9 Access Add mode.

F10 Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.

F11 Access Delete mode. This function key available only after you are in Change mode.

F12 Return to the Time Entry Screen Selection.

F13 Toggle to access the Equipment Used fields.

Dup Copy the information from the line immediately above the cursor to the field the cursor is in.

F18 Return to the Mechanic Time Entry screen.

Enter Save the information and return to the Mechanic Time Entry screen.

Mechanic Time Entry, (Equipment Used) Screen

The system displays this screen when you type an employee code, press Enter, then press F13 at the Mechanic Time Entry screen. You can only access this screen if the Equipment Cost Application is installed.

Use this screen to maintain the time information on the equipment the mechanic used.

Field Descriptions

Below are only the fields not described on the Mechanic Time Entry screen.

EQUIP USED - (Equipment Used) - Optional. Maximum 8 digits. To identify the equipment used for each record, type the equipment code. The system validates the code against the Equipment Master file.

If you have also set up your Equipment Master record as a Truck Master record, the hours you post through Payroll will be accessible to Material Sales. For more information, see the *Material Sales Reference Manual*.

HOURS USED - Optional. Maximum 5 digits, 2 decimals. To record the hours the equipment was used, type the number of hours. The system will use these hours to calculate the equipment revenue for posting to G/L and J/C.

CD (Equipment Rate Code) - Optional. Maximum 1 character. To specify the hourly rate at which the equipment revenue is earned, type a valid equipment rate code. The system uses the equipment code and job to find the correct equipment rate to calculate equipment revenue.

The system validates the equipment code/job/rate code combination against the Rate Code Table. For more information, see the *Equipment Cost Reference*

Manual.

Function Key Descriptions

- F3** Return to the Time Entry Screen Selection.
- F4** Access the Window List for the field the cursor is in.
- F9** Access Add mode.
- F10** Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.
- F11** Access Delete mode. This function key available only after you are in Change mode.
- F12** Return to the Time Entry Screen Selection.
- F13** Toggle to access the Date Worked field.
- Dup** Copy the information from the line immediately above the cursor to the field the cursor is in.
- F18** Toggle to access the Mechanic Time Entry, Job/Cost Code Override screen.
- Enter** Save the information and return to the Mechanic Time Entry screen.

Time Entry By Mechanic, With Work Order Screen

The system displays this screen when you select By Mechanic with Work Order at Time Entry Screen Selection. This option only displays if the Work Order Application is installed.

User this screen to associate a mechanic time record with a work order.

Field Descriptions

PERIOD END - Display only. The ending date for the pay period you are maintaining displays.

EMPLOYEE - Required. Maximum 5 characters. Type the employee code for the time record. When you enter the employee code, the system displays the name to the right of the code.

If the employee code is numeric only, then this field becomes "Maximum 5 digits."

DATE - Optional. Maximum 6 digits. Type the date that applies to all information on this screen. The date can be overridden for a particular line item by specifying a date below.

If you leave this field blank, the system will use the pay period ending date from the payroll date schedule.

MAINTAINED EQUIP (Equipment Code) - Optional, but required with Item/Phase. Maximum 8 digits. Type a valid equipment number to identify the equipment maintained. The system validates the code against the Equipment Master File.

The system uses the job on the Equipment Master to find the job to charge maintenance costs. The job associated with the equipment maintained can be overridden using the Mechanic Time Entry, Override Job/Cost Code screen below.

MAINTAINED ITEM - Optional. Maximum 5 digits. Type the item segment for the equipment maintenance label. The system validates the item/phase combination against the Equipment Maintenance Label file.

The system uses the item/phase on the time record to find the cost code for posting equipment costs. The cost code associated with the item/phase can be overridden using the Mechanic Time Entry, Override Job/Cost Code screen below.

If you specify neither item/phase *nor* override cost code, an error may appear on the time edit.

For more information on item/phase codes, see the *Equipment Cost Reference Manual*.

MAINTAINED PHASE - Optional. Maximum 3 digits. Type the phase segment for the equipment maintenance label. The system validates the item/phase combination against the Equipment Maintenance Label file.

The system uses the item/phase on the time record to find the cost code for posting costs. The cost code associated with the item/phase can be overridden using the Mechanic Time Entry, Override Job/Cost Code screen below.

If you specify neither item/phase *nor* override cost code, an error may appear on the time edit.

For more information on item/phase codes, see the *Equipment Cost Reference Manual*.

REGULAR HOURS - Maximum 5 digits, 2 decimals. To record the straight time worked, type the number of hours.

REGULAR RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for straight time, type the hourly wage.

If you leave blank, the system uses wage rate 1 from the employee's labor master record.

If no wage rate is found in the labor master record, the system uses wage rate 1 from the Wage Rate Table according to the job worked and occupation code.

OVERTIME HOURS - Maximum 5 digits, 2 decimals. To record overtime hours worked, type the number of overtime hours.

C (Wage Rate Code) - Maximum 1 digit. Defaults to "2". To assign a wage rate to the overtime hours, type the number. The system validates the code against the Wage Rate Code Table.

The system uses the wage rate code to calculate overtime wages from wage rates 2-5 in the employee master or the wage rate table.

OVERTIME RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for overtime, type the hourly wage.

If you do not specify a wage rate for overtime hours, the system uses the wage rate from the employee's labor master record based on the wage rate code you specify.

If no wage rate is found in the labor master record, using the wage rate code, the system uses the wage rate from Wage Rate Table according to the job worked and occupation code.

DATE WORKED - Optional. Maximum 6 digits. To record a specific date for the time record, type the date.

If you leave blank, the system will use the date entered at the top of the screen or the period ending date.

JOB - Optional. Maximum 6 digits. To specify a job other than the equipment home job, type the job number.

If you leave this field blank, the system charges the employee's time to the home job entered in the Equipment Master record of the maintained equipment.

(Cost Code) - Optional. Variable length digits. To specify a cost code other than the item/phase cost code, type the cost code.

If you leave this field blank, the system uses the cost code on the item/phase.

If you specify neither item/phase *nor* override cost code, an error may appear on the time edit.

CT (Cost Type) - Optional. Maximum 2 digits. Type the cost type to charge the employee's time.

If you do not enter a cost type, the system uses the default cost type from P/R Definition Setup.

EQ CT (Equipment Cost Type) - Maximum 2 digits. Type the cost type for charging the equipment maintenance. The system uses the job and cost code above with this cost type for the equipment cost.

If no equipment cost type exists on the time record, the system derives the equipment cost type from the Cost Type Label File.

The system validates the job/cost code/cost type combination against the Job Chart Of Accounts Master file.

WORK ORDER - Optional. Maximum 7 digits. To associate a work order with the mechanic's time, type a work order number. The system validates the number against the Work Order Master file.

OCCUP. (Occupation Code) - Optional. Maximum 7 characters. Type the code that identifies the employee's occupation. The system validates the code against the Occupation Codes Table.

If you leave blank, the system uses the occupation code from the employee's labor master record.

CK TY (Check Type) - Optional. Maximum 1 character. To post payroll information to a previous pay period (1-5) or to cut a separate check, type the check type code. The system validates the code against the Check Type file.

For check types that post to previous periods, the payroll month you want to post to must still be open.

EN (Entitlement Code) - Optional. Maximum 1 character. To have the time taken from accrued entitlements, type the entitlement code. The system validates the code against the Entitlement Code file.

For more information, see “About Entitlements” in Chapter 3.

TOTAL HOURS - Display only. The system displays the total hours entered for the employee when you press Enter.

Function Key Descriptions

- F3** Return to the Time Entry Screen Selection.
- F4** Access the Window List for the field the cursor is in.
- F9** Access Add mode.
- F10** Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.
- F11** Access Delete mode. This function key available only after you are in Change mode.
- F12** Return to the previous screen.
- F13** Toggle to access the Equipment Used fields.
- Dup** Copy the information from the line immediately above the cursor to the field the cursor is in.
- Enter** Save the information and return to the Time Entry Screen Selection.

Mechanic Time Entry, With Work Order (and Equipment Used) Screen

The system displays this screen when you type an employee code, press Enter and press F13 at the Mechanic Time Entry, With Work Order screen. You can only access this screen if the Work Order Application is installed.

Use this screen to associate a work order to the equipment the mechanic used.

Field Descriptions

Below are only the fields not described on the previous screen.

EQUIP USED - (Equipment Used) - Optional. Maximum 8 digits. To identify the equipment used for each record, type the equipment code. The system validates the code against the Equipment Master file.

If you have also set up your Equipment Master record as a Truck Master record, the hours you post through Payroll will be accessible to Material Sales. For more information, see the *Material Sales Reference Manual*.

HOURS USED - Optional. Maximum 5 digits, 2 decimals. To record the hours the equipment was used, type the number of hours. The system will use these hours to calculate the equipment revenue for posting to G/L and J/C.

CD (Equipment Rate Code) - Optional. Maximum 1 character. To specify the hourly rate at which the equipment revenue is earned, type a valid equipment rate code. The system uses the equipment code and job to find the correct equipment rate to calculate equipment revenue.

The system validates the equipment code/job/rate code combination against the Rate Code Table. For more information, see the *Equipment Cost Reference Manual*.

Function Key Descriptions

- F3** Return to the Time Entry Screen Selection.
- F4** Access the Window List for the field the cursor is in.
- F9** Access Add mode.
- F10** Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.
- F11** Access Delete mode. This function key available only after you are in Change mode.
- F12** Return to the previous screen.
- F13** Toggle to access the Dated Worked fields.
- Dup** Copy the information from the line immediately above the cursor to the field the cursor is in.
- Enter** Save the information and return to the Time Entry Screen Selection.

Time Entry By Job, With AFE No and Ticket No Screen

The system displays this screen when you select By Job with AFE No. and Ticket No. at Time Entry Screen Selection. This option only displays if the Equipment Cost Application is installed.

Use this screen to enter time records associated with an AFE or Ticket number used in Billing.

TIME ENTRY BY JOB ADD

Help

With AFE No. And TICKET No.

Job Period end 3/26/99
 AFE no Ticket no

Emp.	Equip.	Ct Tk Sbt Hours	CT CD CT	---Regular---		---Overtime---		Occup.	Date	Ck Ty En
				Hours	Rate	Hours	C Rate			

DUP

Enter=OK F3=Exit F4=List F10=Change F12=Cancel

Field Descriptions

PERIOD END - Display only. The ending date for the pay period you are maintaining displays.

JOB (Job number) - Optional. Maximum 6 digits. Type the job number to charge the labor. The system validates the number against the Job Master file.

DATE - Optional. Maximum 6 digits. Type the date that applies to all information on this screen. The date can be overridden for a particular line item by specifying a date below.

If you leave this field blank, the system will use the pay period ending date from the payroll date schedule.

AFE NO - Optional. Maximum 20 characters. To associate an A.F.E. number with the time record, type an AFE number.

TICKET NO - Optional. Maximum 20 characters. To associate a ticket number to the time record, type a ticket number.

EMP. (Employee Code) - Required. Maximum 5 characters. Type the employee

code for the time record. When you enter the employee code, the system displays the name to the right of the code.

If the employee code is numeric only, then this field becomes “Maximum 5 digits.”

(Cost Code) - Optional. Variable length digits. Type the cost code to charge the employee's time.

If you do not enter a cost code, the system uses the cost code entered in the employee's labor master record for the labor.

CT (Cost Type) - Optional. Maximum 2 digits. Type the cost type to charge the employee's time.

If you do not enter a cost type, the system uses the default cost type from the P/R Definition Setup.

REGULAR HOURS - Maximum 5 digits, 2 decimals. To record the straight time worked, type the number of hours.

REGULAR RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for straight time, type the hourly wage.

If you leave blank, the system uses wage rate 1 from the employee's labor master record.

If no wage rate is found in the labor master record, the system uses wage rate 1 from the Wage Rate Table according to the job worked and occupation code.

OVERTIME HOURS - Maximum 5 digits, 2 decimals. To record overtime hours worked, type the number of overtime hours.

C (Wage Rate Code) - Maximum 1 digit. Defaults to “2”. To assign a wage rate to the overtime hours, type the number. The system validates the code against the Wage Rate Code Table.

The system uses the wage rate code to calculate overtime wages from wage rates 2-5 in the employee master or the wage rate table.

OVERTIME RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for overtime, type the hourly wage.

If you do not specify a wage rate for overtime hours, the system uses the wage rate from the employee's labor master record based on the wage rate code you specify.

If no wage rate is found in the labor master record, using the wage rate code, the system uses the wage rate from Wage Rate Table according to the job worked and occupation code.

OCCUP. (Occupation Code) - Optional. Maximum 7 characters. Type the code that identifies the employee's occupation. The system validates the code against the Occupation Codes Table.

If you leave blank, the system uses the occupation code from the employee's labor master record.

DATE - Optional. Maximum 6 digits. To record a specific date worked, type the

date.

If you leave blank, the system will use the date entered at the top of the screen or the period ending date.

CK TY (Check Type) - Optional. Maximum 1 character. To post payroll information to a previous pay period (1-5) or to cut a separate check, type the check type code. The system validates the code against the Check Type file.

For check types that post to previous periods, the payroll month you want to post to must still be open.

EN (Entitlement Code) - Optional. Maximum 1 character. To have the time taken from accrued entitlements, type the entitlement code. The system validates the code against the Entitlement Code file.

For more information, see “About Entitlements” in Chapter 3.

EQUIP. (Equipment Code) - Optional. Maximum 8 digits. To identify the equipment used for each record, type the equipment code. The system validates the code against the Equipment Master file.

If you have also set up your Equipment Master record as a Truck Master record, the hours you post through Payroll will be accessible to Material Sales. For more information, see the *Material Sales Reference Manual*.

HOURS - Optional. Maximum 5 digits, 2 decimals. To record the hours the equipment was used, type the number of hours. The system will use these hours to calculate the equipment revenue for posting to G/L and J/C.

CD (Equipment Rate Code) - Optional. Maximum 1 character. To specify the hourly rate at which the equipment revenue is earned, type a valid equipment rate code. The system uses the equipment code and job to find the correct equipment rate to calculate equipment revenue.

The system validates the equipment code/job/rate code combination against the Rate Code Table. For more information, see the *Equipment Cost Reference Manual*.

CT (Equipment Cost Type) - Maximum 2 digits. Type the cost type for charging the equipment maintenance time. The system uses the job and cost code above with this cost type for the equipment maintained cost.

The system validates the job/cost code/cost type combination against the Job Chart Of Accounts Master file.

Function Key Descriptions

F3 Return to the previous screen without making any entries or changes.

F4 Access the Window List for the field the cursor is in.

F9 Access Add mode.

F10 Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.

- F11** Access Delete mode. This function key is available only after you are in Change mode.
- Dup** Copy the information from the line immediately above the cursor to the field the cursor is in.
- Enter** Save the information and return to the Time Entry Screen Selection.

Time Entry By Crew, Employee Screen

The system displays this screen when you select By Crew with Quantity (“11”) at Time Entry Screen Selection. This option only displays if you are using the Crew Tracking System. This option is decided at the System Definition Setup, Miscellaneous Rules screen in System Services. For more information, see the *System Services Reference Manual*.

Use this screen to enter time by crew.

Field Descriptions

JOB (Job number) - Required. Maximum 6 digits. Type the job number to charge the labor. The system validates the number against the Job Master file.

CREW - Required. Maximum 3 digits. Type the crew that the time record is for. The system validates the number against the Crew Master file.

DATE - Optional. Maximum 6 digits. Type the date that applies to all information on this screen.

If you leave this field blank, the system will use the pay period ending date from the payroll date schedule.

(Cost Code) - Required. Variable length digits. Type the cost code to charge the labor.

CT - Required. Defaults from P/R Definition Setup when you press Enter. Maximum 2 digits. Type the cost type to charge the labor.

TOTAL QTY (Quantity) - Optional. Maximum 7 digits, 2 decimals. To specify a

quantity for the period, type the quantity number.

This field only displays if you allow production quantity entry on time card entry by crew defined at P/R Definition Setup.

EMP (Employee Code) - Optional. Maximum 5 characters. Type the employee code for the time record. When you enter the employee code, the system displays the name to the right of the code.

If the employee code is numeric only, then this field becomes "Maximum 5 digits."

DESCRIPTION - Display only. The name associated with the employee code displays.

REG. HOURS (Regular Hours) - Maximum 5 digits, 2 decimals. To record the straight time worked, type the number of hours.

RATE (Regular Rate) - Maximum 7 digits, 4 decimals. To record the wage rate used for straight time, type the hourly wage.

If you leave blank, the system uses wage rate 1 from the employee's labor master record.

If no wage rate is found in the labor master record, the system uses wage rate 1 from the Wage Rate Table according to the job worked and occupation code.

OT HOURS (Overtime Hours) - Maximum 5 digits, 2 decimals. To record overtime hours worked, type the number of overtime hours.

C (Wage Rate Code) - Maximum 1 digit. Defaults to "2". To assign a wage rate to the overtime hours, type the number. The system validates the code against the Wage Rate Code Table.

The system uses the wage rate code to calculate overtime wages from wage rates 2-5 in the employee master or the wage rate table.

RATE (Overtime Rate) - Maximum 7 digits, 4 decimals. To record the wage rate used for overtime, type the hourly wage.

If you do not specify a wage rate for overtime hours, the system uses the wage rate from the employee's labor master record based on the wage rate code you specify.

If no wage rate is found in the labor master record, using the wage rate code, the system uses the wage rate from Wage Rate Table according to the job worked and occupation code.

OCUP CD (Occupation Code) - Maximum 7 characters. Type the code that identifies the employee's occupation. The system validates the code against the Occupation Codes Table.

If you leave blank, the system uses the occupation code from the employee's labor master record.

SHF (Shift) - Optional. Defaults to "1" when you press Enter. Maximum 1 digit. Type the code that identifies the shift the employee works on.

1 = Day Shift

2 = Night Shift

3 = Swing Shift

CK (Check Type) - Optional. Maximum 1 character. To post payroll information to a previous pay period (1-5) or to cut a separate check, type the check type code. The system validates the code against the Check Type file.

For check types that post to previous periods, the payroll month you want to post to must still be open.

EN (Entitlement Code) - Optional. Maximum 1 character. To have the time taken from accrued entitlements, type the entitlement code. The system validates the code against the Entitlement Code file.

For more information, see “About Entitlements” in Chapter 3.

Function Key Descriptions

F3 Return to the previous screen without making any entries or changes.

F4 Access the Window List for the field the cursor is in.

F9 Access Add mode.

F10 Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.

F11 Access Delete mode. This function key is available only after you are in Change mode.

Dup Copy the information from the line immediately above the cursor to the field the cursor is in.

Enter Save the information and return to the Time Entry Screen Selection.

Time Entry By Crew, Equipment Screen

The system displays this screen when you press F8 at the Time Entry By Crew, Employee screen. You can only access this screen if the Equipment Cost Application is installed.

Use this screen to enter equipment use by crew.

[illegible]

Field Descriptions

JOB (Job number) - Required. Maximum 6 digits. Type the job number to charge the labor. The system validates the number against the Job Master file.

CREW - Required. Maximum 3 digits. Type the crew that the time record is for. The system validates the number against the Crew Master file.

DATE - Optional. Maximum 6 digits. Type the date that applies to all information on this screen.

If you leave this field blank, the system will use the pay period ending date from the payroll date schedule.

(Cost Code) - Required. Variable length digits. Type the cost code to charge the labor.

CT - Required. Defaults from P/R Definition Setup when you press Enter.
Maximum 2 digits. Type the cost type to charge the labor.

EQUIP. (Equipment Code) - Optional. Maximum 8 digits. To identify the equipment used for each record, type the equipment code. The system validates the code against the Equipment Master file.

If you have also set up your Equipment Master record as a Truck Master record, the hours you post through Payroll will be accessible to Material Sales. For more information, see the *Material Sales Reference Manual*.

DESCRIPTION - Display only. The description associated with the equipment code displays.

HOURS - Optional. Maximum 5 digits, 2 decimals. To record the hours the equipment was used, type the number of hours. The system will use these hours to calculate the equipment revenue for posting to G/L and J/C.

R (Equipment Rate Code) - Optional. Maximum 1 character. To specify the hourly rate at which the equipment revenue is earned, type a valid equipment rate code. The system uses the equipment code and job to find the correct equipment rate to calculate equipment revenue.

The system validates the equipment code/job/rate code combination against the Rate Code Table. For more information, see the *Equipment Cost Reference Manual*.

SHF (Shift) - Optional. Defaults to "1" when you press Enter. Maximum 1 digit. Type the code that identifies the shift the employee works on.

1 = Day Shift

2 = Night Shift

3 = Swing Shift

CK (Check Type) - Optional. Maximum 1 character. To post payroll information to a previous pay period (1-5) or to cut a separate check, type the check type code. The system validates the code against the Check Type file.

For check types that post to previous periods, the payroll month you want to post to must still be open.

Function Key Descriptions

F3 Return to the previous screen without making any entries or changes.

F4 Access the Window List for the field the cursor is in.

F9 Access Add mode.

F10 Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.

F11 Access Delete mode. This function key is available only after you are in Change mode.

Dup Copy the information from the line immediately above the cursor to the field the cursor is in.

Enter Save the information and return to the Time Entry By Crew, Employee screen.

Time Entry By Truck Driver Screen

The system displays this screen when you select By Truck Driver (“12”) at Time Entry Screen Selection. You can only access this screen if the Equipment Cost Application is installed.

Use this screen to enter time for individual truck drivers.

The screenshot shows a software window titled "MCP9010 TIME ENTRY BY TRUCK DRIVER ADD". Inside, there are several input fields: "Employee" and "Equipment" on the left; "Period End" (displaying 8/17/99), "Date", "Eq CT", and "Lbr CT" on the right. Below these is a table with columns: Job, Cost Code, Hours, Rate, Hours, C, Rate, Occup., Shl, Ck, Ty, En, Rate, Cd. The table has a yellow background. At the bottom of the window, there is a "Total hours" label, a "DUP" button, and five function key buttons: "Enter=OK" (with a green checkmark), "F3=Exit" (with a red X), "F4=List" (with three blue dots), "F10=Change" (with a pink squiggle), and "F12=Cancel" (with a red circle and slash). Navigation arrows are at the bottom right.

Field Descriptions

PERIOD END - Display only. The ending date for the pay period you are maintaining displays.

EMPLOYEE - Required. Maximum 5 characters. Type the employee code for the time record. When you enter the employee code, the system displays the name to the right of the code.

If the employee code is numeric only, then this field becomes “Maximum 5 digits.”

DATE - Optional. Maximum 6 digits. Type the date that applies to all information on this screen.

If you leave this field blank, the system will use the pay period ending date from the payroll date schedule.

EQUIPMENT (Equipment Code) - Optional. Maximum 8 digits. To identify the equipment used by the employee, type the equipment code. The system validates the code against the Equipment Master file.

If you have also set up your Equipment Master record as a Truck Master record,

the hours you post through Payroll will be accessible to Material Sales. For more information, see the *Material Sales Reference Manual*.

EQ CT (Equipment Cost Type) - Optional. Defaults from E/C Definition Setup when you press Enter. Maximum 2 digits. Type the cost type for charging the equipment cost. The system uses the job and cost code above with this cost type for the equipment cost.

If no equipment cost type exists on the time record, the system derives the equipment cost type from the Cost Type Label File.

The system validates the job/cost code/cost type combination against the Job Chart Of Accounts Master file.

LBR CT - Required. Defaults from P/R Definition Setup when you press Enter. Maximum 2 digits. Type the cost type to charge the labor.

JOB - Optional. Maximum 6 digits. To specify a job other than the equipment home job, type the job number.

If you leave this field blank, the system charges the employee's time to the home job entered in the Equipment Master record of the maintained equipment.

(Cost Code) - Optional. Variable length digits. To specify a cost code for both the equipment cost and the labor cost, type the cost code.

REGULAR HOURS - Maximum 5 digits, 2 decimals. To record the straight time worked, type the number of hours.

REGULAR RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for straight time, type the hourly wage.

If you leave blank, the system uses wage rate 1 from the employee's labor master record.

If no wage rate is found in the labor master record, the system uses wage rate 1 from the Wage Rate Table according to the job worked and occupation code.

OVERTIME HOURS - Maximum 5 digits, 2 decimals. To record overtime hours worked, type the number of overtime hours.

C (Wage Rate Code) - Maximum 1 digit. Defaults to "2". To assign a wage rate to the overtime hours, type the number. The system validates the code against the Wage Rate Code Table.

The system uses the wage rate code to calculate overtime wages from wage rates 2-5 in the employee master or the wage rate table.

OVERTIME RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for overtime, type the hourly wage.

If you do not specify a wage rate for overtime hours, the system uses the wage rate from the employee's labor master record based on the wage rate code you specify.

If no wage rate is found in the labor master record, using the wage rate code, the system uses the wage rate from Wage Rate Table according to the job worked and occupation code.

OCCUP. (Occupation Code) - Optional. Maximum 7 characters. Type the code that identifies the employee's occupation. The system validates the code against the Occupation Codes Table.

If you leave blank, the system uses the occupation code from the employee's labor master record.

SHF (Shift) - Optional. Defaults to "1" when you press Enter. Maximum 1 digit. Type the code that identifies the shift the employee works on.

1 = Day Shift

2 = Night Shift

3 = Swing Shift

CK TY (Check Type) - Optional. Maximum 1 character. To post payroll information to a previous pay period (1-5) or to cut a separate check, type the check type code. The system validates the code against the Check Type file.

For check types that post to previous periods, the payroll month you want to post to must still be open.

EN (Entitlement Code) - Optional. Maximum 1 character. To have the time taken from accrued entitlements, type the entitlement code. The system validates the code against the Entitlement Code file.

For more information, see "About Entitlements" in Chapter 3.

RATE CD (Equipment Rate Code) - Optional. Maximum 1 character. To specify the hourly rate at which the equipment revenue is earned, type a valid equipment rate code. The system uses the equipment code and job to find the correct equipment rate to calculate equipment revenue.

The system validates the equipment code/job/rate code combination against the Rate Code Table. For more information, see the *Equipment Cost Reference Manual*.

Function Key Descriptions

F3 Return to the previous screen without making any entries or changes.

F4 Access the Window List for the field the cursor is in.

F9 Access Add mode.

F10 Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.

F11 Access Delete mode. This function key is available only after you are in Change mode.

Dup Copy the information from the line immediately above the cursor to the field the cursor is in.

Enter Save the information and return to the Time Entry Screen Selection.

Mechanic Time Entry, With Shift Screen

The system displays this screen when you select By Mechanic With Shift (“13”) at Time Entry Screen Selection. You can only access this screen if the Equipment Cost Application is installed.

Use this screen to enter time for mechanics on particular shifts.

Field Descriptions

PERIOD END - Display only. The ending date for the pay period you are maintaining displays.

EMPLOYEE - Required. Maximum 5 characters. Type the employee code for the time record. When you enter the employee code, the system displays the name to the right of the code.

If the employee code is numeric only, then this field becomes “Maximum 5 digits.”

DATE - Optional. Maximum 6 digits. Type the date that applies to all information on this screen.

If you leave this field blank, the system will use the pay period ending date from the payroll date schedule.

DATE - Optional. Maximum 6 digits. To record a specific date for the time record, type the date.

If you leave blank, the system will use the date entered at the top of the screen or the period ending date.

W.O. (Work Order) - Optional. Maximum 7 digits. To associate a work order with the mechanic's time, type a work order number. If Work Order is installed, the system validates the number against the Work Order Master file.

MAINTAINED EQUIP (Equipment Code) - Optional, but required with Item/Phase. Maximum 8 digits. Type a valid equipment number to identify the equipment maintained. The system validates the code against the Equipment Master File.

The system uses the job on the Equipment Master to find the job to charge maintenance costs. The job associated with the equipment maintained can be overridden using the Mechanic Time Entry, Override Job/Cost Code screen below.

MAINTAINED ITEM - Optional. Maximum 5 digits. Type the item segment for the equipment maintenance label. The system validates the item/phase combination against the Equipment Maintenance Label file.

The system uses the item/phase on the time record to find the cost code for posting equipment costs. The cost code associated with the item/phase can be overridden using the Mechanic Time Entry, Override Job/Cost Code screen below.

If you specify neither item/phase *nor* override cost code, an error may appear on the time edit.

For more information on item/phase codes, see the *Equipment Cost Reference Manual*.

MAINTAINED PHASE - Optional. Maximum 3 digits. Type the phase segment for the equipment maintenance label. The system validates the item/phase combination against the Equipment Maintenance Label file.

The system uses the item/phase on the time record to find the cost code for posting costs. The cost code associated with the item/phase can be overridden using the Mechanic Time Entry, Override Job/Cost Code screen below.

If you specify neither item/phase *nor* override cost code, an error may appear on the time edit.

For more information on item/phase codes, see the *Equipment Cost Reference Manual*.

REGULAR HOURS - Maximum 5 digits, 2 decimals. To record the straight time worked, type the number of hours.

REGULAR RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for straight time, type the hourly wage.

If you leave blank, the system uses wage rate 1 from the employee's labor master record.

If no wage rate is found in the labor master record, the system uses wage rate 1 from the Wage Rate Table according to the job worked and occupation code.

OVERTIME HOURS - Maximum 5 digits, 2 decimals. To record overtime hours worked, type the number of overtime hours.

C (Wage Rate Code) - Maximum 1 digit. Defaults to “2”. To assign a wage rate to the overtime hours, type the number. The system validates the code against the Wage Rate Code Table.

The system uses the wage rate code to calculate overtime wages from wage rates 2-5 in the employee master or the wage rate table.

OVERTIME RATE - Maximum 7 digits, 4 decimals. To record the wage rate used for overtime, type the hourly wage.

If you do not specify a wage rate for overtime hours, the system uses the wage rate from the employee's labor master record based on the wage rate code you specify.

If no wage rate is found in the labor master record, using the wage rate code, the system uses the wage rate from Wage Rate Table according to the job worked and occupation code.

SHF (Shift) - Optional. Defaults to “1” when you press Enter. Maximum 1 digit. Type the code that identifies the shift the employee works on.

1 = Day Shift

2 = Night Shift

3 = Swing Shift

Function Key Descriptions

F3 Return to the previous screen without making any entries or changes.

F4 Access the Window List for the field the cursor is in.

F9 Access Add mode.

F10 Access Change mode. The system displays the Time Card Maintenance, Time Card Selection screen described below.

F11 Access Delete mode. This function key is available only after you are in Change mode.

Dup Copy the information from the line immediately above the cursor to the field the cursor is in.

Enter Save the information and return to the Time Entry Screen Selection.

Timecard Maintenance, Timecard Selection Screen

The system displays this screen when you select Change Existing Time Records at Time Entry Screen Selection or you select Change mode (F10) from any time entry screen.

Use this screen to maintain or delete a time record.

Timecard Selection

Batch 140
 Index Begin list with index:

Fetch Delete

Index	Emp Nbr.	Name	Ck Ty	Job	Ct Tk Sbt	CT	Date Worked
1	00013	LOSHINI, AMY		3			3/05/99

Bottom

Enter=OK F3=Exit F9=Add F12=Cancel

Field Descriptions

BATCH - Display only. The batch number you are maintaining displays.

INDEX - Optional. Maximum 5 digits. To select a specific index number from the list, type the number.

BEGIN LIST WITH INDEX - Optional. Maximum 5 digits. To begin the displayed list with a specific index number, type the number and press Enter.

ACTION BUTTONS - Optional. To maintain a time record, select the record you want and press Fetch ("F").

To delete a time record, select the record you want and press Delete ("D"). Press F11 to confirm the deletion.

INDEX - Display only. The system displays the index number associated with the record.

EMP NBR. (Employee Number) - Display only. The employee number for the record displays.

NAME - Display only. The name of the employee displays.

CK TY (Check Type) - Display only. The check type associated with the record displays, if any.

JOB - Display only. The job number associated with the time record displays.

If you allow the system to default the job, the job number will not display until after the batch has been edited.

(Cost Code) - Display only. The cost code associated with the time record displays.

If you allow the system to default the cost code, the cost code will not display until after the batch has been edited.

CT (Cost Type) - Display only. The cost type used for the employee's time displays.

If you allow the system to default the cost type, the cost type will not display until after the batch has been edited.

DATE WORKED/TOTAL HOURS - Display only. The date on the record displays. If no date is entered for the line item, the date is either the period ending date or the date from the heading information on the time record.

To display the total hours an employee worked, press F21.

Function Keys

F3 Return to the previous screen.

F9 If you accessed this screen from a time entry screen, return to the specific time entry screen in Add mode.

F11 Confirm a record deletion.

F12 Return to the previous screen.

F14 Sort the records by employee number.

F15 Sort the records by job cost coding.

F21 Toggle the display between total hours and date worked.

Enter Access the Timecard Maintenance screen for the index number you typed in the Index field.

Payroll Time Maintenance Screen

The system displays this screen when you select a record and press Fetch (“F”) or type a specific index number and press Enter at the Timecard Maintenance, Timecard Selection screen.

Use this screen to maintain time entry information on for the record.

Before you edit the batch, the system displays information typed during time entry. After edit, many of the fields will be filled with information found using default schemes. For more information on the default scheme used for any specific field, see the Payroll Appendix.

The screenshot shows a software window titled "MCP906A TIMECARD MAINTENANCE CHG". Inside, there are numerous input fields and checkboxes organized in a grid-like fashion. Fields include "Batch 100", "Index" (with a small box containing "1"), "Employee" (with "3" and "ALAN A ALDERSON"), "Job worked" (with "10007" and "Myers Davis-Bacon calculation enhance"), "Cost Code" (with "20" and "2000"), "Wage 1 hours" (with "40.00"), "Wage 1 rate" (with ".0000"), "Pay code", "Entitlement", "Occupation", "Foreman", "S.U.I. state", "Equip worked", "Equip maintd", "Date" (with "07/03/99"), "Crew", and "Prj. mgr". There are also checkboxes for "Job location", "Job state", "Ticket number", "Check type", "Shift", "Work order", "Insurance st class/ref", "Certified PIR exempt", "County", "City", "Rate code", "Cost type", "Item", and "Phase". At the bottom, there are four buttons: "Enter=OK" (with a green checkmark), "F3=Exit" (with a red X), "F4=List" (with three dots), and "F12=Cancel" (with a red circle and slash). Navigation arrows are visible in the bottom right corner.

Field Descriptions

BATCH - Display only. This field displays the number of the batch you created or selected at the Batch Selection screen.

INDEX - Required. Defaults to the index number you selected from the previous screen. Maximum 5 digits. To access a time entry record for maintenance, type its index number.

EMPLOYEE - Required. Maximum 5 characters. To specify the employee for the time record, type the employee code. The employee code associated with the time record displays. The system validates the code against the Labor Master file.

If the employee code is numeric only, then this field becomes “Maximum 5 digits.”

JOB WORKED - Optional. Maximum 6 digits. To specify the job, select the

information and type the job number. The system validates the job against the Job Master file.

(Cost Code) - Optional. Variable length digits. To specify the cost code, select the information and type a valid cost code. The system validates the cost code against the Job Chart of Accounts Master file.

CT (Cost Type) - Optional. Maximum 2 digits. To specify the labor cost type, select the information and type the cost type to charge the employee's time. The system validates the cost type against the Cost Type master file.

JOB LOCATION - Optional. Maximum 6 digits. To specify the job location, select the information and type the job number to identify the location. The system uses the job location for the Certified Payroll report.

The system validates the job against the Job Master file.

JOB STATE - Optional. Maximum 2 digits. To specify the job state, select the information and type a state code. The system validates the code against the State Master file.

AFE NUMBER - Optional. Maximum 20 characters. To specify an AFE number for the time record, select the information and type the number.

TICKET NUMBER - Optional. Maximum 20 characters. To specify a ticket number to be associated with the time record, select the information and type the number.

WAGE 1 HOURS (Wage Rate 1 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the straight time hours on the record, select the information and type the hours.

2 (Wage Rate 2 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the wage rate 2 hours on the record, select the information and type the hours.

3 (Wage Rate 3 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the wage rate 3 hours on the record, select the information and type the hours.

4 (Wage Rate 4 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the wage rate 4 hours on the record, select the information and type the hours.

5 (Wage Rate 5 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the wage rate 5 hours on the record, select the information and type the hours.

WAGE 1 RATE - Optional. Maximum 3 digits, 4 decimals. To specify the rate for calculating straight time hours, select the information and type the rate.

If you leave wage 1-5 blank, the system uses a default scheme to find the wage rate. For more information, see the Appendix.

2 (Wage 2 Rate) - Optional. To specify the rate for calculating wage rate 2 hours, select the information and type the rate.

3 (Wage 3 Rate) - Optional. To specify the rate for calculating wage rate 3 hours, select the information and type the rate.

4 (Wage 4 Rate) - Optional. To specify the rate for calculating wage rate 4 hours, select the information and type the rate.

5 (Wage 5 Rate) - Optional. To specify the rate for calculating wage rate 5 hours, select the information and type the rate.

PAY CODE - Optional. Maximum 3 digits. To specify the pay code for the time record, select the information and type the code. The system validates the code against the Pay Code Table.

AMOUNT - Optional. Maximum 9 digits, 2 decimals. To specify the lump sum the employee receives, type the amount.

CK TY (Check Type) - Optional. Maximum 1 character. To specify the check type for the record, type the check type code. The system validates the code against the Check Type file.

For check types that post to previous periods, the payroll month you want to post to must still be open.

ENTITLEMENT - Optional. Maximum 1 character. To specify the entitlement code for the time record, type the entitlement code. The system validates the code against the Entitlement Code file.

For more information, see “About Entitlements” in Chapter 3.

SICK - Optional. Maximum 1 character. To specify that this time record is for a sick time entitlement, type a “Y.” The system recognizes the calculated amount as sick gross, and excludes the amount in calculating employer SDI for those states where this exemption is set up in the tax tables.

SHIFT - Optional. Maximum 1 digit. To specify the shift on which this employee worked, type the shift code. Valid codes are:

1 = Day Shift

2 = Night Shift

3 = Swing Shift

WORK ORDER - Optional. Maximum 7 digits. To specify the work order associated with the time record, type the number. The system validates the number against the Work Order Master file.

OCCUPATION - Optional. Maximum 7 characters. To specify an occupation code for the time record, select the information and type the code. The system validates the information against the Occupation Code Master file.

UNION (Union/ Sub-union) - Optional. Maximum 4 digits union, 1 character sub-union. To specify a union for the time record, select the information and type the union/sub-union code. The system validates the code against the Union Master file.

INSURANCE ST CLASS/REF - (Insurance State, Insurance Class, and Reference) Optional. Maximum 2 digit state, 4 digit class, 2 digit reference. To specify state, class, and reference number of the Workers' compensation insurance for the time entry record, select the information and type the state class or reference code. The system validates state, class and reference combination against the Insurance Table.

FOREMAN - Optional. Maximum 5 characters. To specify a foreman associated

with the employee on the time record, type the employee code for the foreman.

E.E.O. (Equal Employment Opportunity Code) - Optional. Maximum 1 character. To specify an ethnic code associated with the employee, select the information and type the code. The system validates the code against the EEO Code table.

CERTIFIED P/R EXEMPT - Optional. Maximum 1 character. To specify that the information on this time record is exempt from certified payroll, type a "Y."

A "Y" will indicate that the information from this time record will not be included on the Certified Payroll report even if the job worked is specified as a certified payroll job.

S.U.I. STATE - Optional. Maximum 2 digits. To specify the state for which State Unemployment Insurance will be calculated, select the information and type the state code. The system validates the code against the State Master file.

TAX - STATE - - Optional. Maximum 2 digits. To specify the state for which state income tax will be calculated, select the information and type the state code. The system validates the code against the State Master file.

COUNTY - Optional. Maximum 3 digits. To specify the county for which county income tax will be calculated, select the information and type the county code. The system validates the code against the County Master file.

CITY - Optional. Maximum 4 digits. To specify the city for which city income tax will be calculated, select the information and type the city code. The system validates the code against the City Master file.

EQUIP WORKED - Optional. Maximum 8 digits. To specify the equipment used for this record, select the information and type the equipment code. The system validates the code against the Equipment Master File.

If you have also set up your Equipment Master record as a Truck Master record, the hours you post through Payroll will be accessible to Material Sales. For more information, see the *Material Sales Reference Manual*.

HOURS - Optional. Maximum 5 digits, 2 decimals. To specify the number of hours the equipment was used, select the information and type the hours.

RATE CODE (Equipment Rate Code) - Optional. Maximum 1 digit. To specify a rate code for the revenue calculation on the equipment used, select the information and type the code. The system validates the rate code/ job/ equipment code combination against the Rate Code Table.

CT (Equipment Cost Type) - Optional. Maximum 2 digits. To specify the cost type to charge the equipment costs for the equipment maintained, select the information and type the cost type. The system validates the number against the Cost Type file.

EQUIP MAINTD (Equipment maintained) - Optional. Maximum 8 digits. To specify the equipment that was maintained for this time record, select the information and type the equipment code. The system validates the code against the Equipment Master file.

ITEM - Optional. Maximum 5 digits. To specify the cost label for the equipment maintained, select the information and type the item number. The system validates the item/phase combination against the Equipment Maintenance Label

file.

PHASE - Optional. Maximum 3 digits. To specify the cost label for the equipment maintained, select the information and type the phase number. The system validates the item/phase combination against the Equipment Maintenance Label file.

DATE - Required. Maximum 6 digits. To specify the date for the time record, select the information and type the date.

CREW - Optional. Maximum 3 digits. To specify the crew associated with the time record, type the crew number. The system validates the code against the Crew Master file.

PRJ. MGR (Project Manager) - Optional. Maximum 5 characters. To specify a project manager associated with the time record, type the user-defined code. This field is information only.

Function Key Descriptions

F3 Return to the Timecard Selection screen without saving.

F9 If you accessed this screen from a specific time entry screen, return to the time entry screen in Add mode.

F10 Access Change mode.

F11 Access Delete mode.

F12 Return to the Timecard Selection screen without saving.

Enter Save the information and clear the screen.

Quantity Reporting

The system displays this screen when you select Change Existing Quantity Records at Time Entry Screen Selection. This option only displays if you are using the Crew Tracking System. This option is decided at the System Definition Setup, Miscellaneous Rules screen in System Services. For more information, see the *System Services Reference Manual*.

Use this screen to maintain time records that contain quantity amounts.

MCP911 QUANTITY REPORTING

Options Help

Batch 150

Begin list with index

Delete

Index	Job #	Cost Code	CT	Crw	Total Quantity	Posting
1	200000	20 2000	200	2	200.0000	8/17/99

Bottom

Enter=OK F3=Exit F4=List F11=Delete F12=Cancel

0001 End of list. No more to display.

Field Descriptions

BATCH - Display only. The batch you are maintaining displays.

BEGIN LIST WITH INDEX/JOB - Optional. To begin the displayed list with a particular index number, type the number and press Enter. To begin the list with a particular job, press F14, type the job number and press Enter.

ACTION BUTTON - Optional. To delete a record, select the record and press Delete ("D").

INDEX - Display only. The index number assigned to the record displays.

JOB - Optional. Maximum 6 digits. To change the job to which quantities are posted, select the job number and type the new job over the old.

(Cost Code) - Optional. Variable length digits. To change the cost code to which quantities are posted, select the cost code and type the new information over the old.

CT - Optional. Maximum 2 digits. To change the cost type to which quantities are

posted, select the cost type and type the new information over the old.

CRW (Crew) - Optional. Maximum 3 digits. To change the crew associated with the quantities, select the crew number and type the new information over the old.

TOTAL QUANTITY - Optional. Maximum 7 digits, 4 decimals. To change the quantity amount on a record, select the amount and type the new information over the old.

POSTING - Optional. Maximum 6 digits. To change the posting date when the quantities are updated to Job Cost, select the date and type the new information over the old.

Function Key Descriptions

F3 Return to Time Entry Screen Selection.

F4 Access the Window List for the field the cursor is in.

F12 Return to Time Entry Screen Selection.

F14 Toggle to begin the list with job number.

Enter Save the information.

Payroll Batch Edit (MCP218)

Access

Menu 105, Option 21

Purpose

The system automatically produces the Payroll Batch Edit (MCP218) report when you submit a time batch to edit. Use this report to verify that all the information in the time entry batch is correct and complete.

This report sorts transactions in the order in which they were entered into batches.

If the report displays incorrect information or error codes, you can:

1. Change the specific fields with errors using Change Existing Time Records and submit the edit again.
2. Modify the appropriate master files indicated on the time edit.

To have the system find new information from modified Master files, use Change Existing Time Records to blank out the incorrect information filled during the initial edit. The system uses a default scheme to find information not entered on the time record. Any information the system fills on the first edit *will not be overridden* by subsequent edits.

If an error exists on the batch edit, the error codes correspond to information on the report. For example, a C2 error code represents the error is in the 2nd field of the “C” column section. A C2 on a batch edit is an error with the cost code. For more information about possible corrections for this error, see “Error Messages” at the end of this report description.

If you submit the edit for all (“3”), all information in the batch will print on the report. If you submit the edit for error (“4”), only the information with errors will print on the report.

For more information about the default scheme the system uses to find the information in this report, see “Default Schemes” in the Appendix.

Print Procedure

Step 1: At the P/R Time Entry and Edit Cycle Menu (105) choose Option 21, Batch Processing.

Step 2: Submit the time edit according to the task descriptions. The system automatically generates this report.

For more information about submitting a time edit, see “Time Entry Processing” in this chapter.

Contents

The information in this report comes from the following files:

Payroll Date Schedule Master File (J5DATE)	Labor Master (AGLBMS)
Union Master (A0UNIN)	Occupation Code Table (C1OCUP)
Job Master (A2JBMS)	State Table (B4STAT)
City Table (B6CITY)	County Table (B3CNTY)
Insurance File (A8INSF)	Equipment Rate (P4EQRT)
Equipment Rate Modifier (PMEQRT)	Equipment Master (A3EQPM)
Equipment Maintenance Label (P3MLBL)	Financial Posting Table (G2LDCH)
Application Batch Control Master (C9BCTL)	Bank Master (G7BKFL)
Employee Time Transactions (B5TIME)	Equipment Time Transactions (P5TIME)

A sample report follows this description.

Title

BATCH XXX FULL EDIT/EXCEPTION EDIT - The batch number displays in the title.

If you selected to Edit for All (“3”), the “Full Edit” title displays. If this is an Edit for Error (“4”), the “Exception Edit” title displays

Rows Headings

USER XXXXX - The user I.D. displays at the top of the report if you specify in System Services Definition Setup to do so.

P/R PERIOD ENDING DATE XX/XX/XX - The system displays the ending date of the period in which the batch was created.

Column Headings

INDEX - The number assigned by the system to identify time entry records in the batch displays.

T (Transaction Type) - The code representing the type of time entry transaction displays. Transaction types are:

- 1** - regular non-recharge time record for hourly and salary employees. This is the record from which an employee's pay is derived.
- 2** - recharge time record for salaried employees.
- 3** - combined regular and recharged time record for hourly employees. This record is used for both recharging and paying the employee. For more information about recharge, see “About Recharge” in Chapter 3.

IDENTIFICATION (A)

EMPNO - The employee code displays.

F - The employee's first name initial displays.

M - The employee's middle name initial displays.

BK - The payroll bank account code displays.

LAST NAME - The employee's last name displays.

AFE NO. - The AFE number displays.

CLASSIFICATION (B)

UNON - The union number displays.

SUB - The sub-union number displays.

RPCL - This field is not used.

FRMN (Foreman) - The foreman code displays.

OCCUP - The occupation code displays.

E (Ethnic Code) - The ethnic code displays.

CRW (Crew) - The crew code displays.

PRJM (Project Manager) - The project manager displays.

TICKET NO. - The ticket number displays.

EXPENSE DISTRIB. (C)

JOB - The job number displays.

(Cost Code) - The cost code displays.

CT (Cost Type) - The cost type displays.

JOB STATE - The job state displays. If the transaction is a salary recharge, this field is not filled.

WORK OR. (Work Order Number) - The work order number displays.

Note: If you have installed the Elke system, this field displays the header: "ELKE W/O & TASK."

LOCATION (D)

SUI - The state code where the employee pays unemployment insurance displays.

CITY - The tax city code displays.

TAX - The tax state displays.

CNTY - The tax county displays.

CERT.PR (E)

JOB - The job worked displays. All jobs worked are printed here. If the job is flagged in the Job Master for certified payroll reporting, the job will appear on the Certified Payroll Report.

NOCT (No Certified Payroll) - If an employee is exempt from certified payroll, a “Y” displays. The payroll amounts will not appear on the Certified Payroll Report.

HOURS (F)

TOTAL - The total number of hours the employee worked displays.

1 - The hours worked at wage rate 1 display.

2 - The hours worked at wage rate 2 display.

3 - The hours worked at wage rate 3 display.

4 - The hours worked at wage rate 4 display.

5 - The hours worked at wage rate 5 display.

WAGE RATES (G)

SHIFT - The shift used on the employee's time record displays. The shift defaults to “1” for day shift.

2 = Night Shift

3 = Swing Shift

1 - The amount used for calculating wage rate 1 displays. If the record is for a salaried employee and the time is recharged, the recharge rate displays.

2 - The amount used for calculating wage rate 2 displays.

3 - The amount used for calculating wage rate 3 displays.

4 - The amount used for calculating wage rate 4 displays.

5 - The amount used for calculating wage rate 5 displays.

INSR (H)

S (Insurance State) - The state code for workmen's compensation insurance displays.

RF (Insurance Reference) - The workmen's compensation reference number displays.

CLS (Insurance Class) - The workmen's compensation class code displays.

SPECIAL PAY (I)

CKTY (Check Type) - The check type code used for the record displays.

PYCDT (Pay Code, Taxable) - If the pay code used for the lump sum is taxable, the code displays.

TAXABLE - If the lump sum is taxable, the amount displays.

SK (Sick) - If the record is for sick time, a “Y” displays.

PYCDN (Pay Code, Non-taxable) - The pay code for a non-taxable amount entered at Time Entry.

NON-TXB - The non-taxable amount entered at Time Entry for the non-taxable pay code.

EQUIPMENT (J)

WORKED - The equipment code for the equipment used displays.

HOURS - The hours the equipment was used displays.

RTCD - The Equipment Rate Code for the equipment used displays.

MAINT - The equipment code for the equipment maintained displays

ITEM PHSE - The item and phase coding for the equipment maintained displays.

EQCT - The equipment cost type displays. If no equipment cost type exists on the time record, the system derives the equipment cost type from the Cost Type Label File.

RATE - The rate at which the equipment time is charged displays.

(K)

ENTITL - The entitlement code displays.

DATE - The date for the transaction displays.

ERROR CODES - For each error the system detects during batch edit, it prints an error code. These error codes are also printed and briefly described in an Error Messages legend at the end of the batch edit report.

Total Lines

BATCH STATISTICS

RECORDS PROCESSED - The total number of transactions entered in the batch.

TOTAL HOURS - The total number of hours entered, including labor hours and equipment time.

1 HOURS - The total number of hours at regular wages (wage rate 1) for the batch.

2 HOURS - The total number of hours at wage rate 2 for the batch.

3 HOURS - The total number of hours at wage rate 3 for the batch.

4 HOURS - The total number of hours at wage rate 4 for the batch.

5 HOURS - The total number of hours at wage rate 5 for the batch.

TAXABLE PAY CODE - The total amount for the batch of all transactions entered with a taxable pay code.

NON-TAXABLE PAY CODE - The total amount for the batch of all transactions entered with a non-taxable pay code.

EQUIPMENT HOURS - The total number of equipment hours entered for the batch.

HASH TOTALS - If you have indicated in System Definition Setup that you want to print hash totals on the payroll time card edit report, this line prints the total for all job numbers and all cost code numbers on the time edit.

Hash totals are used as a quick data entry check to see that all records are included.

Message Lines

If error messages appear on your batch edit, master files may need maintenance so the error won't reoccur.

REVENUE J/C CODING XXXXXX/XXXXXXXXXX/XX FROM

COMPONENT X IS NOT VALID - Check that the Job Cost coding for revenue is set up in the Job Chart of Accounts for the job/cost code/cost type combination. For more information, see the *Job Cost Reference Manual*.

If the cost code is not found, verify that the Financial Posting Table is set up for the Equipment Revenue Line Items. For more information, see the *General Ledger Reference Manual*.

ERROR MESSAGES - Use the following to correct errors on the batch edit:

Error Code	Field in Error	Correction Required
A1	Employee Number	Verify that the employee number is a valid code.
A2	Bank Code	Check the valid bank codes in the Bank Master file; then verify or enter a valid bank code in the employee's labor master record, the Job Master record, or the Financial Entity Master record.
B1	Union / Sub Union	Check valid union and sub-union codes in the Union Master; then enter a valid union/sub-union at Time Entry, or blank the field in time entry after entering valid codes in the employee labor master or occupation code master file.
B5	Occupation Code	Check valid occupation codes in the Occupation Code Master; then verify or enter a valid occupation code in Time Entry or the employee's labor master record.
CA	Burden Cost Type	The burden cost type is required. First check the Cost Type Maintenance for a valid burden cost type, and that there is a burden cost type defined for labor in the Cost Type Label file; then check the Job Chart of Accounts to be sure the burden cost type is defined for the job.

Error Code	Field in Error	Correction Required
CB	Overtime Cost Type	First check the Cost Type Maintenance for a valid overtime cost type, and that there is a overtime cost type defined for labor in the Cost Type Label file; then check the Job Chart of Accounts to be sure the overtime cost type is defined for the job.
CC	Premium Cost Type	First check the Cost Type Maintenance for a valid premium cost type, and that there is a premium cost type defined for labor in the Cost Type Label file; then check the Job Chart of Accounts to be sure the premium cost type is defined for the job.
CD	Overtime Burden CT	First check the Cost Type Maintenance for a valid overtime burden cost type, and that there is a overtime burden cost type defined for labor in the Cost Type Label file; then check the Job Chart of Accounts to be sure the overtime burden cost type is defined for the job.
CE	Premium Burden CT	First check the Cost Type Maintenance for a valid premium burden cost type, and that there is a premium burden cost type defined for labor in the Cost Type Label file; then check the Job Chart of Accounts to be sure the premium burden cost type is defined for the job.
CF	Invalid Burden CT	Check the Cost Type Maintenance for a valid burden cost type; it must be flagged valid for payroll, then check the Job Chart of Accounts to be sure the burden cost type is defined for the job.
CP	Invalid Wage Rate 1	If the system cannot derive a wage rate 1 through the default scheme for hours you enter for an employee, but it can find one for the premium time, the system displays this error code. Make sure there is a wage rate in the Labor Master, or in the wage rate table.
C1	Invalid Job Number	The job worked number is invalid or the job is closed. Check the Job Master file.
C2	Invalid Job/Cost Code	Check the Job Chart of Accounts for a valid cost code. The cost code must be in the actual production job chart of accounts, not in a reference standard job, and must be valid in the Cost Type Maintenance file.
C4	Invalid Job State	Check the State Master file for valid state codes; then verify or enter the state code in the employee labor master or the Job Master record of the job worked.
C5	Invalid Labor CT	First check the Cost Type Maintenance for a valid labor cost type, and that the labor cost type is flagged for payroll; then check the Job Chart of Accounts to be sure the labor cost type is defined for the job.

Error Code	Field in Error	Correction Required
D1	SUI State	The S.U.I. state code is invalid. Verify that the SUI state is set up in the State Master file; then verify or enter the SUI state in the Time Entry record, the employee's labor master record, or the Job Master of the job worked.
D2	Taxable City Code	The city code is invalid. Verify that the taxable city is set up in the City Master file; then verify or enter the valid city code for the taxable city in the time entry record, the employee's labor master record, or the Job Master of the job worked.
D3	Tax State	The state code is invalid. Verify that the taxable state is set up in the State Master file; then verify or enter the valid state code for the taxable state in the time entry record, the employee's labor master record, or the Job Master of the job worked.
D4	Taxable County Code	The county code is invalid. Verify that the taxable county is set up in the County Master file; then verify or enter the valid county code for the taxable county in the time entry record, the employee's labor master record, or the Job Master of the job worked.
E1	Certified Payroll Job	The job number is invalid or the job is closed. Check the Job Master for the job worked.
F1	No Amount	If the system cannot derive a wage rate through the default scheme for hours you enter for an employee, or you enter a pay code without an amount, the system displays this error code.
H1	Workmen's Comp. Code	The W/C insurance class and/or reference code is invalid. Check the Insurance Master file for valid class codes; then check the Time Entry, employee labor master record, job chart of accounts, Job Master, or Occupation Master records.
I2	Taxable Lump Sum Code	The pay code for a taxable lump sum is invalid. Check the Pay Codes file; then verify or enter a valid taxable lump sum pay code at Time Entry.
I5	Non-Tax. Lump Sum Code	The pay code for a non taxable lump sum is invalid. Check the Pay Codes file; then verify or enter a valid non taxable lump sum pay code at Time Entry.
I6	Subsistence CT	The subsistence cost type is required. First check the Cost Type Maintenance for a valid subsistence cost type, and that there is a subsistence cost type defined for labor in the Cost Type Label file; then check the Job Chart of Accounts to be sure the subsistence cost type is defined for the job.

Error Code	Field in Error	Correction Required
I7	Invalid Subsistence CT	Check the Cost Type Maintenance file to be sure the subsistence cost type is flagged valid for payroll, then check the Job CHart of Accounts to be sure the subsistence cost type is defined for the job.
J1	Equipment Worked Number	The equipment number entered in the equipment used field is invalid. Check the Equipment Master file for a valid equipment number.
J3	Equipment Worked Rate	The equipment rate or rate modifier is invalid. Check the Equipment Rate Code Table and Modifier Maintenance for a valid entry for the equipment used.
J4	Equipment Maintained	The equipment number entered in the equipment maintained field is invalid. Check the Equipment Master file for a valid equipment number.
J5	Equip. Item/Phase	The item and/or phase code entered for equipment maintained is invalid. Check the Equipment Maintenance Labels for a valid entry.
J7	Equip. Cost Type	The equipment cost type is invalid. Check the Cost Type Maintenance file for a valid equipment cost type, and that it is flagged valid for payroll; then check the cost type at Time Entry or the default cost type in Equipment Definition Setup.
K2	Date	The date is not a valid calendar date. This error code will appear only if you import information from a non-TrueLine application with a date format not recognized by the program.

TrueLine Documentation-Construction

USER SCH

PAYROLL BATCH EDIT BATCH 200 FULL EDIT

P/R PERIOD ENDING DATE 3/19/99 PAGE 1

IDENTIFICATION		CLASSIFICATION		EXPENSE DISTRIB.		LOCATION		CERT. PR		HOURS		WAGE RATES		INSTR		SPECIAL PAY		EQUIPMENT				
	(A)		(B)		(C)		(D)		(E)		(F)		(G)		(H)		(I)		(J)		(K)	

	EMPNO	F	M	BK	UNON	SUB	RPCL	FRMN	JOB	Ct	Tk	Sbt	SUI	CITY	JOB	TOTAL	1	2	SHIFT	1	2	
INDEX	T	LAST NAME			OCCUP	E	CRW	PRJM	CT	JOB	STATE	TAX	CNTY	NOCT	3	4	5	3	4	5		
	AFE No.	TICKET No.			WORK OR.														EQCT	RATE		

HOME JOB AND COST CODE																						
00013	A	100			00 000 0000			8.00			8.00			1			25.0000			37.5000		
00001	1	LOSHINI			301 I 01									50.0000			100			00		

00011	C	WF 8			3 01 002 0000			6 1001			3			10.00			8.00			2.00		
00002	3	XI			109			01			6 100			44.5000			100			1020		

00006	M	I WF 6			3 01 002 0000			6 1001			3			8.00			8.00					
00003	1	RODRIGUES			109 M 01			6 100						44.5000			100 Y			00		

00003	J	WF 200 L			00035 900202 14 002 0000			6			900202			8.00			8.00					
00004	1	SHINTAZO			241 O 01			6						37.0000			5506			1020		

00030	A	A			2 01 200 0000			30.00			30.00			1			126.0000					
00005	2	MONTERO			01															00		

HOME JOB AND COST CODE																						
00030	A	WF 6			30000 012005000			40.00			40.00			1			26.8500			40.2800		
00005	1	MONTERO			601			01			6			53.7000			200			00		

3/26/99 D1 D3 H1																						

3/26/99																						

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3/2																						

BATCH STATISTICS

ERROR MESSAGES

RECORDS PROCESSED----- 6
TOTAL HOURS----- 104.00
1 HOURS----- 102.00
2 HOURS----- 2.00
3 HOURS----- .00
4 HOURS----- .00
5 HOURS----- .00

TAXABLE PAY CODE----- .00
NON-TAXABLE PAY CODE----- .00
EQUIPMENT HOURS----- 3.00

Job:
246,444

CAT: 2

TSK: 3

SUB: 9

CB Invalid overtime cost type
CC Invalid premium cost type
CD Invalid overtime burden cost type
CE Invalid premium time burden cost type
CF Invalid burden cost type
C1 Invalid job number
C4 Invalid job state
C5 Invalid labor cost type
D1 Invalid SUI state
D3 Invalid tax state
H1 Invalid workman's comp insurance code

HASH TOTALS-----

P/R Allocation Split Report (MCP101)

Access

Menu 105, Option 21

Purpose

If you indicated to Use Cost Allocation Processing in P/R Definition Setup, the system automatically generates the P/R Allocation Split Report (MCP101) when you run the Batch Edit process. This report shows the employee time allocated to jobs and percentages for allocation in the allocation tables.

For more information about allocation tables, see the “P/R Allocation Table 1 Maintenance” and “P/R Allocation Table 2 Maintenance” in Chapter 3.

This report also prints during payroll pre-completion and completion. However, on the report that prints at time edit, the system only fills the fields that were entered on the time record. The empty fields are filled by the system during pre-completion and completion.

Print Procedure

Step 1: At the P/R Time Entry and Edit Cycle Menu (105) choose Option 21, Batch Processing.

Step 2: Submit the time edit process according to the task descriptions. The system automatically generates this report.

For more information about time edits, see “Time Entry Processing” in this chapter.

Contents

The information in this report comes from the Labor Master file (AGLBMS), the Employee Time Transactions file (B5TIME), the Payroll and Accounts Payable Allocation Table I file (T1ALOC), and the Payroll and Accounts Payable Allocation Table II file (T2ALOC).

A sample report follows this description.

Column Headings

BTCH/INDX - The batch and index number for the batch through which the transaction was entered displays.

EMPNO - The employee number displays.

LSTNAM - The employee's last name displays.

For each of the remaining columns, the report first prints the job worked information. Each subsequent set of records represents one of the splits to which the original amount is allocated, according to Allocation Tables 1 and 2.

JOBNO - The first line associated with an employee is the number of the job worked. Each subsequent job number details allocations associated with the employee/job worked/allocation code.

ALLOC. - The first line associated with an employee is the allocation code for the job worked. Each subsequent allocation code is associated with the allocated job.

The calculated amounts and union amounts (gross, totals, vacation, etc.) below, print only on the pre-completion edit and payroll completion versions of the report. The system does not fill these fields during batch edit.

Note: For the following fields, the first line shows the total amounts recorded with the time record. All subsequent lines show the allocated amounts calculated using the split/allocation percentages for each specific job in the allocation tables.

HR00 - The total number of hours associated with the job display.

GROS (Gross) - The gross amount paid for the employee's time displays (calculated wages + vacation in).

HR10 (Hourly Wage Rate 1) - The total number of hours worked at straight time from time entry display.

Each subsequent line is the wage rate 1 hours allocated to each job.

TD10 (Total Wage Rate 1) -The calculated gross amount at wage rate 1 displays.

Each subsequent line is the wage rate 1 portion allocated to each job.

HR15 (Hourly Wage Rate 2) -The number of hours worked at wage rate 2 displays.

Each subsequent line is the wage rate 2 hours allocated to each job.

TD15 (Total Wage Rate 2) - The calculated gross amount at wage rate 2 displays.

Each subsequent line is the wage rate 2 portion allocated to each job.

HR20 (Hourly Wage Rate 3) -The number of hours worked at wage rate 3 displays.

Each subsequent line is the wage rate 3 hours allocated to each job.

TD20 (Total Wage Rate 3) - The calculated gross amount at wage rate 3 displays.

Each subsequent line is the wage rate 3 portion allocated to each job.

HR25 (Hourly Wage Rate 4) - The number of hours worked at wage rate 4 displays.

Each subsequent line is the wage rate 4 hours allocated to each job.

TD25 (Total Wage Rate 4) - The calculated gross amount at wage rate 4 displays.

Each subsequent line is the wage rate 4 portion allocated to each job.

HR30 (Hourly Wage Rate 5) -The number of hours worked at wage rate 5 displays.

Each subsequent line is the wage rate 5 hours allocated to each job.

TD30 (Total Wage Rate 5) - The calculated gross amount at wage rate 5 displays.

Each subsequent line is the wage rate 5 portion allocated to each job.

LSTX (Lump Sum Taxable) - The total amount for taxable pay codes displays.

Each subsequent line is the taxable pay code portion allocated to each job.

LSNT (Lump Sum Non-Taxable) - The total amount for non-taxable pay codes displays.

Each subsequent line is the non-taxable pay code portion allocated to each job.

VACN (Vacation In) - The total vacation-in amount displays.

Each subsequent line is the vacation-in portion allocated to each job.

VACO (Vacation Out) - The total vacation-out amount displays.

Each subsequent line is the vacation-out portion allocated to each job.

DUES -The total union dues withheld displays.

Each subsequent line is the union dues portion allocated to each job.

INIT (Union Initiation Fee) - The total union initiation fees withheld displays.

Each subsequent line is the initiation portion allocated to each job.

MISC (Miscellaneous Union Fees) - The total miscellaneous union fees withheld displays.

Each subsequent line is the miscellaneous fees portion allocated to each job.

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P/R ALLOCATION SPLIT REPORT

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[illegible]

Quantity Reporting Edit (MCC140)

Access

Menu 105, Option 21

Purpose

If you indicated to Allow Production Quantity Entry on Time Card Entry in P/R Definition Setup, the Quantity Reporting Edit (MCC140) prints automatically when you process a quantity batch.

Use this report to review additions, changes, and deletions of quantity records.

Print Procedure

- Step 1:** At the P/R Time Entry and Edit Cycle Menu (105) choose Option 21, Batch Processing.
- Step 2:** Submit the time edit according to the task descriptions. The system automatically generates this report.

For more information about submitting a time edit, see “Time Entry Processing” in this chapter.

Contents

The information in this report comes from the Quantities Transaction (B2QNTY) file, the Accounts Payable Control Records (C9BCTL) file, the Job Master (A2JBMS) file, and the Bid Master (A4BIDM) file.

A sample report follows this description.

Row Headings

- JOB NUMBER** - The number of the job this quantity batch belongs to. This number was entered at the batch processing screen.
- DESCRIPTION** - The description of the job from the Job Master file.
- LOCATION** - The location of the job from the Job Master file.

Column Headings

- COST CODE** - The cost codes for this quantity batch from the Quantities Transactions file displays.
- CT** - The cost types for this quantity batch from the Quantities Transaction file displays.
- DESCRIPTIONS** - The cost code descriptions from the Bid Master file displays.
- UOM** - The unit of measure for each line item from the Bid Master displays.

QUANTITIES - The three columns under this heading apply to quantities for each line item.

PREVIOUS - The previous inception-to-date quantity from the Job Cost Journal file displays.

PERIOD - The quantity in this batch from the Quantities Transaction file displays.

NEW TO DATE - The new-to-date quantity displays, calculated as the total of Previous and Period.

ZERO QTY (Zero Quantity Flag) - Displays only if using the To-Date quantity method. If a “Y” appears in this column beside a line item, the system will return the previous quantity to zero.

PERCENT COMPLETE (Percent Complete Override) - There are two columns for percent complete override under this heading:

PRIOR - The previous percent complete override from the Bid Master file displays.

CURRENT - The percent complete override in this batch from the Quantities Transaction file displays.

ZERO % AT CMPL (Zero Percent at Completion Flag) - If a “Y” appears in this column beside a line item, the zero percent complete flag is set for that line item in the Quantities Transaction file. The system will return previous percent complete to zero.

PROJECTION \$ AT COMPLETION - This is the manual amount projected at completion from the Quantities Transaction file.

ZERO \$ AT COMPLETION (Zero Amount At Completion Flag) - If a “Y” appears beside a line item, the zero amount at completion flag is set for that line item. The system will return a previous projected amount at completion to zero.

POSTING DATE - The date to which the quantity record will be posted.

CRW NO - The crew number used on the time record displays.

Error Messages

*****INVALID POSTING DATE** - If the quantity record has no posting date, this message will occur.

Job Number.:200000 Harrison Building
Location...: Oakland Ca

Cost Code	CT	Description	UOM	Quantities			Percent Complete	Zero % At CMPL	Projection \$		Zero \$ At CMPL	Posting Date	Crw No
				Previous	Period	New To Date			At Completion				
20 2000 200 00	COST CODE A		EA	8.0000	200.0000	208.0000			.00			8/17/99	002
20 2000 201 00	COST CODE B			.0000	500.0000	500.0000			.00			8/17/99	003
Job Total For 200000					700.0000						.00		

Time Entry Batch Status

Access

Menu 105, Option 22

Description

Use this option to view the status of all active time entry batches. The Payroll Batch Status screen is information only.

For more information about batches, see the Chapter 4 Overview.

Procedure

- Step 1:** At the P/R Time Entry Menu (105) choose Option 22, Batch Status. The system displays the Payroll Batch Status screen.
- Step 2:** At the Payroll Batch Status screen, view the status of the all batches.
- Step 3:** To return to the P/R Time Entry Menu, press F3.

Payroll Batch Status Screen

The system displays this screen when you select Batch Status at the P/R Time Entry and Edit Cycle Menu.

Use this screen to view the status of all batches. All fields on this screen are display only.

The status of open batches is displayed below
You may use the roll keys to display additional batches

Batch	User	Started	Last edit	Err	Current status
005	AFN	3/04/99	0/00/00	Y	BATCH AVAILABLE FOR PROCESSING
100	SCH	3/17/99	3/17/99	N	BATCH AVAILABLE FOR PROCESSING
111	H2406	3/02/99	0/00/00	Y	BATCH AVAILABLE FOR PROCESSING
198	SCH	3/11/99	3/11/99	Y	BATCH AVAILABLE FOR PROCESSING
200	BEV	3/01/99	3/03/99	Y	BATCH IS ACTIVE IN EDIT MODE
996	LRM	11/28/97	2/26/99	N	BATCH AVAILABLE FOR PROCESSING

F5=Refresh

Enter=OK F3=Exit F6=Messages F8=Jobs F12=Cancel

Field Descriptions

BATCH (Batch Number) - The number of each active batch displays.

USER (User ID) - For each batch, the system displays the identification code of the user who created the batch.

STARTED - The date on which the batch was created displays.

LAST EDIT - The date on which the batch was last submitted for an edit displays.

ERR (Error) - If a batch is error free and eligible for update, an “N” displays. If a batch has not been submitted for edit or errors exist in the batch, a “Y” displays.

CURRENT STATUS - The current status of each batch listed displays. The system can display the following status messages for routine batches:

BATCH AVAILABLE FOR PROCESSING

BATCH IS ACTIVE IN ENTRY MODE

BATCH IS ACTIVE IN EDIT MODE

BATCH IS ACTIVE IN DELETE MODE

Function Key Descriptions

- F3** Return to the menu.
- F5** Refresh the display to include any changes that have occurred since you accessed the screen.
- F6** Access Display Messages screen.
- F8** Access Work with Submitted Jobs screen.
- F13** Access a list of all used batch numbers with the associated user I.D.
- Roll** Access additional records not displayed.

Payroll Batch Status, Used Batch Numbers

The system displays this screen when you press F13 at the Payroll Batch Status screen.

Use this screen to see the batches that have been updated and by whom.

The screenshot shows a window titled "MCG954 PAYROLL BATCH STATUS". Inside, there's a "Help" button and a section titled "Used Batch Numbers" with the text "Below are batches that have already been updated". On the left, a prompt says "To search for a specific batch, enter batch number" next to an input field. On the right, a table lists batch numbers and users. At the bottom, there are three buttons: "Enter=OK" (with a green checkmark), "F3=Exit" (with a red X), and "F12=Cancel" (with a red circle and slash). Navigation arrows are in the bottom right corner.

Batch	User
005	AFN
100	SCH
111	H2406
198	SCH
200	BEV

Field Descriptions

TO SEARCH FOR A SPECIFIC BATCH - Optional. Maximum 3 digits. To begin the displayed list with a specific batch number, type the number and press Enter.

Function Key Descriptions

F3 Return to menu.

F12 Return to the previous screen.

Time Entry Batch Update

Access

Menu 105, Option 23

Reports

Error Suspense Edit (MCP208)

J/C Job (Project) Cost Quantity Reporting Journal Proof (MCL426)

Description

Use this option to update P/R time entry batches. If no batches are eligible for update, the system displays the message “There are currently no batches eligible for update.”

If you do not allow update of batches containing errors, a time entry batch can only be updated when the system finds no errors during the editing process.

If you allow update of batches containing errors, any batch that has passed an error-free edit is eligible for update even if errors occur between edit and update.

Note: Errors can be caused by manipulation of master files or the job cost code information used by the records in the batch. This can include, but is not limited to, changes originating in the system or through file manipulation by external utilities.

If you allow update of batches containing errors and you update a batch containing errors, the system creates a suspense batch number of 999 and all error transactions are placed in this batch. By using the user I.D. SUSP1, you can access the suspense batch to correct the errors, submit the batch for edit, and--when it is error-free--submit it for update.

You can update multiple batches at one time and perform the update function as many times as needed before generating payroll checks. While you are updating payroll batches, the system prevents other users from accessing the Payroll Batch Update function by locking this menu option until your update process is complete. Only the update function is restricted; other users can still create, maintain, and edit time entry batches during your update process.

There is no printout when an update process completes with no errors. Check your message file to verify that the job completed normally. Return to the Batch Status screen to verify that all batches for the current period have been updated, and to see if the system created an Error Suspense Batch (if applicable).

Batch Update also sets scheduling locks so that you are not allowed to perform specific tasks until you complete others. For information about which locks are set and how to remove them, see the Chapter 4 overview in this chapter.

The system automatically generates the Error Suspense Edit (MCP208) whenever an update job finds an error. The error transactions can be accessed and maintained using the batch number and I.D. of the error suspense batch. For more information,

see “About Time Entry” in this chapter.

The system also automatically generates the J/C Job (Project) Cost Quantity Reporting Journal Proof (MCL426) if you use the Time Entry By Crew screen to enter quantities in the time batch. The information on this report shows updated quantity records posted to Job Cost through the Payroll Application.

Procedure

Step 1: At the P/R Time Entry and Edit Cycle Menu (105) choose Option 23, Batch Update. The system displays the Payroll Batch Update screen.

Step 2: At the Payroll Batch Update screen, type an “X” in the update field of any batches you want to update. You can select any batch number, regardless of I.D. number.

To submit the batches to update, press F6. The system displays the message “The update job has been submitted.”

Step 3: To return to the menu without submitting batches, press F3.

Payroll Batch Update Screen

The system displays this screen when you select Batch Update at the P/R Time Entry and Edit Menu.

Use this screen to select eligible batches for the update process.

1. To update a batch place an "X" in update column
2. To complete submission, press F6

Batch	User	Started	Last edit	Update	Err			
200	SCH	2/12/99	2/12/99		N			
995	SCH	2/12/99	2/12/99		N			

Enter=OK F3=Exit F6=Submit F12=Cancel

Field Descriptions

BATCH - Display only. The batch number of each batch eligible for update displays.

USER - Display only. The user I.D. associated with the batch displays.

STARTED - Display only. The date on which each batch was started displays.

LAST EDIT - Display only. The date on which the last edit was run for each batch displays.

UPDATE - Optional. Maximum 1 character. Type an "X" beside each batch you want to update.

ERR - Display only. Maximum 1 character. If the batch is error free, a "N" displays. If the batch contains errors, a "Y" displays. You will only see a "Y" if you choose to allow update of batches with errors in P/R Definition Setup.

Function Key Descriptions

F3 Return to the menu without updating.

F6 Submit your request to update the batches you select.

F12 Return to the menu without updating.

Roll Access additional records not displayed.

Future Timecard Batch Update

Access

Menu 105, Option 24

Reports

Error Suspense Edit (MCP208)

J/C Job (Project) Cost Quantity Reporting Journal Proof (MCL426)

Description

Use this option to update batches that will be posted to future periods after you have processed checks in the current pay cycle. This option is only available if the pay cycle has passed check generation. If no batches are eligible for update, the system displays the message “There are currently no batches eligible for update.”

If you do not allow update of batches containing errors, a time entry batch can only be updated when the system finds no errors during the editing process.

If you allow update of batches containing errors, any batch that has passed an error-free edit is eligible for update even if errors occur between edit and update.

Note: Errors can be caused by manipulation of master files or the job cost code information used by the records in the batch. This can include, but is not limited to, changes originating in the system or through file manipulation by external utilities.

If you allow update of batches containing errors and you update a batch containing errors, the system creates a suspense batch number of 999 and all error transactions are placed in this batch. By using the user I.D. SUSP1, you can access the suspense batch to correct the errors, submit the batch for edit, and--when it is error-free--submit it for update.

You can update multiple batches at one time and perform the update function as many times as needed before generating payroll checks. While you are updating future period batches, the system prevents other users from accessing the Future Timecard Batch Update function by locking this menu option until your update process is complete. Only the update function is restricted; other users can still create, maintain, and edit time entry batches during your update process.

There is no printout when an update process completes with no errors. Check your message file to verify that the job completed normally. Return to the Batch Status screen to verify that all batches for the current period have been updated, and to see if the system created an Error Suspense Batch (if applicable).

Future Timecard Batch Update also sets scheduling locks so that you are not allowed to perform specific tasks until you complete others. For information about which locks are set and how to remove them, see the Chapter 4 overview in this chapter.

The system automatically generates the Error Suspense Edit (MCP208) whenever an

update job finds and error. The error transactions can be accessed and maintained using the batch number and I.D. of the error suspense batch. For more information, see “About Time Entry” in this chapter.

The system also automatically generates the J/C Job (Project) Cost Quantity Reporting Journal Proof (MCL426) if you use the Time Entry By Crew screen to enter quantities in the future time batch. The information on this report shows updated quantity records posted to Job Cost through the Payroll Application.

Procedure

- Step 1:** At the P/R Time Entry and Edit Cycle Menu (105) choose Option 24, Future Timecard Batch Update. The system displays the Future Timecard Batch Update screen.
- Step 2:** At the Future Timecard Batch Update screen, type an “X” in the update field of any batches you want to update. You can select any batch number, regardless of I.D. number.
- To submit the batches to update,** choose Send (F6). The system displays the message “The update job has been submitted.”
- Step 3:** To return to the menu without submitting batches, press Exit (F3).

Future Timecard Batch Update Screen

The system displays this screen when you select Future Timecard Batch Update at the P/R Time Entry and Edit Menu.

Use this screen to select eligible batches for the update process.

1. To update a batch place an "X" in update column.
2. To complete submission, click on SEND.

Batch	User	Started	Last edit	Update	Err				
240	SCH	Jul 11 2000	Jul 11 2000		N				

Send

Field Descriptions

BATCH - Display only. The batch number of each batch eligible for update displays.

USER - Display only. The user I.D. associated with the batch displays.

STARTED - Display only. The date on which each batch was started displays.

LAST EDIT - Display only. The date on which the last edit was run for each batch displays.

UPDATE - Optional. Maximum 1 character. Type an "X" beside each batch you want to update.

ERR - Display only. Maximum 1 character. If the batch is error free, a "N" displays. If the batch contains errors, a "Y" displays. You will only see a "Y" if you choose to allow update of batches with errors in P/R Definition Setup.

Function Key Descriptions

Send (F6)

Submit your request to update the batches you select.

Error Suspense Edit (MCP208)

Access

Menu 105, Option 23

Purpose

If the system detects an error during the batch update process, it automatically generates the Error Suspense Edit (MCP208) report. Use this report to determine which error transactions placed in a suspense batch and not updated.

Note: You can get errors after an error-free batch edit if, for example, someone changes a job, cost code or cost type status, or makes changes to master files used by Payroll, after you run the batch edit.

Even if you do not flag Transactions In Error Should Be Placed In A Suspense Batch in P/R Definition Setup, the system will create a suspense batch at update, if necessary. The suspense batch will be labeled with User I.D. “SUSP1” and batch number “999.”

For a description of the error codes that appear on the report, see “Payroll Batch Edit (MCP218)” in this chapter.

Errors can be corrected using Change Existing Time Records in Time Entry.

Print Procedure

- Step 1:** From the P/R Time Entry And Edit Cycle Menu (105) choose Option 23, Batch Update. The system displays the Payroll Batch Update screen.
- Step 2:** At the Payroll Batch Update screen, type an “X” in the update field of any batches you want to update.

To submit the batches to update, press F6. The system automatically generates the report when you update time records that contain errors.

Contents

The information on this report comes from the following files:

Payroll Date Schedule Master File (J5DATE)	Labor Master (AGLBMS)
Union Master (A0UNIN)	Occupation Code Table (C1OCUP)
Job Master (A2JBMS)	State Table (B4STAT)
City Table (B6CITY)	County Table (B3CNTY)
Insurance File (A8INSF)	Equipment Rate (P4EQRT)

Equipment Rate Modifier (PMEQRT)	Equipment Master (A3EQPM)
Equipment Maintenance Label (P3MLBL)	Financial Posting Table (G2LDCH)
Application Batch Control Master (C9BCTL)	Bank Master (G7BKFL)
Employee Time Transactions (B5TIME)	Equipment Time Transactions (P5TIME)

A sample report follows this description.

For row and column descriptions, see “Payroll Batch Edit (MCP218)” in this chapter.

TrueLine Documentation-Construction

ERROR SUSPENSE EDIT BATCH 150

ERROR MESSAGES

K2 Invalid date

J/C - Job (Project) Cost Quantity Reporting Journal Proof (MCL426)

Access

Menu 105, Option 23

Purpose

The system automatically prints the J/C - Job (Project) Cost Quantity Reporting Journal Proof (MCL426) if you have entered time using the Time Entry By Crew and have also entered additional quantities and you run the time card update process.

Use this report as a record of the cost, quantity and revenue posted to the Job Cost journal.

This report shows quantities that have been updated through the Time card update process.

The report sorts by posting date and within posting date, by job number.

For more information about the derivation for the job cost posting, see “About Time Entry: Job Cost Quantities through Payroll.”

Print Procedure

Step 1: At the P/R Time Entry and Edit Cycle Menu (105) choose Option 21, Batch Processing.

Step 2: Submit the time edit according to the task descriptions. The system automatically generates this report.

For more information about submitting a time edit, see “Time Entry Processing” in this chapter.

Contents

The information in this report comes the Job Cost Journal Transactions file (E7BDJR Member 1), the Job Chart Of Accounts Master file (A4BIDM), and the Job Master file (A2JBMS).

For specific row and column heading descriptions, see “J/C- Payroll Distribution Journal Proof” in this chapter.

A sample report follows this description.

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J/C- JOB (PROJECT) COST QUANTITY REPORTING JOURNAL PROOF

DATE 8/05/99 PAGE 1

JOB	DESCRIPTION	Ctg Tsk Sub	Ctg Task Sub	CT	DESCRIPTION	COST	REVENUE	QUANTITY	POST DATE	PROJ PER	FIN PER	SYS GEN

BATCH 100		001 333333	001-333.333	00	Quantities Batch 100	.00	.00	200.0000	6/02/99	6/99	6/99	
373737	Trinity Job											
JOB TOTALS						.00	.00	200.0000	-----			
POSTING DATE TOTALS						.00	.00	200.0000	-----			
GRAND TOTALS						.00	.00	200.0000	-----			

Benefit By-Pass Maintenance

Access

Menu 159, Option 1

Description

Use this option to set temporary by-pass benefit accrual flags. The system removes these flags on the next cycle when the benefit is normally taken.

When you run the next pay period completion, or month end close, or annual transition, or on-demand batch update, the system removes all by-pass flags.

At the various bypass levels, the system displays flags that indicate whether you have already entered bypass flags that affect that level.

Procedure

Step 1: At the P/R Benefits Processing Menu (159) choose Option 1, Benefit By-pass. The system displays the Benefit Class Bypass, Class Selection screen.

Step 2: At the Benefit Class Bypass, Class Selection screen, you can maintain bypass flags on an entire benefit class or access screens to maintain more specific bypass flags.

To bypass an entire class of benefits, select the benefit class and press Bypass (“X”).

To remove a bypass flag from an entire class of benefits, select the benefit class that is flagged for bypass and press De-Select (“D”).

To access benefit packages for bypass within a class, select the class and press Fetch Ben. Package (“B”). The system displays the Benefit Class Bypass, Benefit Selection screen.

To access employees for bypass within a class, select the class and press Fetch Employee (“E”). The system displays the Benefit Class Bypass, Employee Selection screen.

To access occupation codes for bypass within a class, select the class and press Fetch Occupation (“O”). The system displays the Benefit Class Bypass, Occupation Selection screen.

To access specific benefits for bypass within a class, select the class and press Fetch Class Detail (“F”). The system displays the Entitlement Bypass, Entitlement Selection screen.

To select benefits by employee, press F14. The system displays the Benefit Class Bypass, Employee Selection screen.

To select by benefit package, press F15. The system displays the Benefit Class Bypass, Benefit Selection screen.

To select by occupation code, press F16. The system displays the Benefit Class Bypass, Occupation Selection screen.

To return to the Benefit Class Bypass, Class Selection screen, press F13.

Note: At each Benefit Class Bypass screen, the options vary depending on how you arrived at the screen. The system does not display options to access a screen you've already passed through.

Step 3: At the Benefit Class Bypass, Benefit Selection screen, you can maintain bypass flags on benefit packages or access screens to maintain more specific bypass flags.

To bypass a benefits package, select the benefit package and press Bypass ("X").

To remove a bypass flag from a benefits package, select the benefit package that is flagged for bypass and press De-Select ("D").

To return to the previous screen, press F12.

Step 4: At the Benefit Class Bypass, Employee Selection screen, you can maintain bypass flags on employees or access screens to maintain more specific bypass flags.

To bypass an employee's benefits, select the employee and press Bypass ("X").

To remove a bypass flag from an employee, select the employee that is flagged for bypass and press De-Select ("D").

To return to the previous screen, press F12.

Step 5: At the Benefit Class Bypass, Occupation Selection screen, you can maintain bypass flags on occupation codes or access screens to maintain more specific bypass flags.

To bypass the benefits for any employee associated with an occupation code, select the occupation code and press Bypass ("X").

To remove a bypass flag from an occupation code, select the code that is flagged for bypass and press De-Select ("D").

To return to the previous screen, press F12.

Step 6: At the Entitlement Bypass, Entitlement Selection screen, you can maintain bypass flags on an entitlement or access screens to maintain other bypass flags.

To bypass an entitlement, select the entitlement and press Bypass ("X").

To remove a bypass flag from an entitlement, select the entitlement that is flagged for bypass and press De-Select ("D").

To return to the previous screen, press F12.

Step 7: To return to the menu, press F3.

Benefit Class Bypass, Class Selection Screen

The system displays this screen when you select Benefit By-Pass Maintenance (“1”) at the P/R Benefits Processing Menu, when you select Fetch Ben. Class (“N”) at a selection screen, or when you press F13 at a selection screen.

Use this screen to maintain bypass flags for specific benefit classes.

Class Selection

Begin list with class

Fetch employee Fetch ben. package Fetch occupation

De-select Bypass Fetch class detail

Benefit Class	Entitlements	Emp	Ben	Occ
		Y		Y

Specific Bypass

Bottom

Enter=OK F3=Exit F12=Cancel

Field Descriptions

(Selection Route) - Display only. Depending upon the selections you chose to access this screen, the specific selections display at the top of the screen.

BEGIN LIST WITH CLASS - Optional. Maximum 10 characters. To begin the list with a specific class of benefits, type the class and press Enter.

ACTION BUTTONS - Optional. To bypass an entire class of benefits, select the benefit class and press Bypass (“X”).

To remove a bypass flag from an entire class of benefits, select the benefit class that is flagged for bypass and press De-Select (“D”).

To access benefit packages for bypass within a class, select the class and press Fetch Ben. Package (“B”).

To access employees for bypass within a class, select the class and press Fetch Employee (“E”).

To access occupation codes for bypass within a class, select the class and press Fetch Occupation (“O”).

To access specific benefits for bypass within a class, select the class and press Fetch Class Detail (“F”).

(Flag) - Display only. An “X” displays next to records that have been flagged for bypass.

BENEFIT CLASS - Display only. A list of all classes of benefits currently supported displays.

SPECIFIC BYPASS - Display only. If you used Action Buttons to flag records for bypass within the class, the system displays a “Y.”

EMP (Employee) - Employees within the benefit class are flagged for bypass.

BEN (Benefit Package) - Benefit Packages within the benefit class are flagged for bypass.

OCC (Occupation Code) - Occupation codes within the benefit class are flagged for bypass.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

F14 Access the Benefit Class Bypass, Employee Selection screen.

F15 Access the Benefit Class Bypass, Benefit Selection screen.

F16 Access the Benefit Class Bypass, Occupation Selection screen.

Roll Display additional records not shown.

Benefit Class Bypass, Employee Selection Screen

The system displays this screen when you press Fetch Employee (“E”) at a selection screen or F14 from a selection screen.

Use this screen to maintain bypass flags for specific employees.

MCP980 BENEFIT CLASS BYPASS

Options Help

Employee Selection

Begin list with employee

Fetch ben. class Fetch ben. package Fetch occupation

De-select Bypass

Employee	Cls	Ben	Occ
00001 PORTER, JON			
00002 MEDRANO, LOUISA			
00003 SHINTAZO, JAIME	Y		
00005 TRACY, RICHARD			
00006 RODRIGUES, MARCUS			
00007 GARRISON, ROBERT			Y
00008 LOVE, ROBIN			
00009 HONG, TIMOTHY			
00010 MARTELL, JOYCIE			
00011 XI, CHAN			
00012 RONSTON, JACK			
00013 LOSHINI, AMY			

More

Enter=OK F3=Exit F12=Cancel

Field Descriptions

(Selection Route) - Display only. Depending upon the selections you chose to access this screen, the specific selections display at the top of the screen.

BEGIN LIST WITH EMPLOYEE - Optional. Maximum 5 characters. To begin the list with a specific employee, type the employee code and press Enter.

If employee code is numeric only, then this field becomes “Maximum 5 digits.”

ACTION BUTTON - Optional. To bypass an employee’s benefits, select the employee and press Bypass (“X”).

To remove a bypass flag from an employee, select the employee that is flagged for bypass and press De-Select (“D”).

To access benefit packages within an employee code, select the code and press Fetch Ben. Package (“B”).

To access occupation codes within an employee code, select the code and press Fetch Occupation (“O”).

To access entire benefit classes within an employee code, select the code and press Fetch Ben. Class (“N”).

(Flag) - Display only. An “X” displays next to records that have been flagged for bypass.

EMPLOYEE - Display only. The employee code, last and first name displays.

SPECIFIC BYPASS - Display only. If you used Action Buttons to flag records for bypass within the employee, the system displays a “Y.”

CLS (Benefit Class) - Benefit classes within the employee are flagged for bypass.

BEN (Benefit Package) - Benefit Packages within the employee are flagged for bypass.

OCC (Occupation Code) - Occupation codes within the employee are flagged for bypass.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

F13 Return to the Benefit Class Bypass, Class Selection screen.

F15 Access the Benefit Class Bypass, Benefit Selection screen.

F16 Access the Benefit Class Bypass, Occupation Selection screen.

Roll Display additional records not shown.

Benefit Class Bypass, Benefit Selection Screen

The system displays this screen when you press Fetch Ben. Package (“B”) at a selection screen or F15 from a selection screen.

Use this screen to maintain bypass flags for a specific benefit package.

Benefit Package	Emp	Cls	Specific Bypass
100 Hourly Package	Y		
200 Salary Package	Y		

Field Descriptions

(Selection Route) - Display only. Depending upon the selections you chose to access this screen, the specific selections display at the top of the screen.

BEGIN LIST WITH PACKAGE - Optional. Maximum 5 characters. To begin the list with a specific benefit package, type the package code and press Enter.

ACTION BUTTON - Optional. To bypass a benefit package, select the package and press Bypass (“X”).

To remove a bypass flag from a benefit package, select the package that is flagged for bypass and press De-Select (“D”).

To access employees for bypass within a benefit package, select the package and press Fetch Employee (“E”).

To access entire benefit classes within a benefit package, select the package and press Fetch Ben. Class (“N”).

(Flag) - Display only. An “X” displays next to records that have been flagged for bypass.

BENEFIT PACKAGE - Display only. All benefit packages currently supported display.

SPECIFIC BYPASS - Display only. If you used Action Buttons to flag records for bypass within the benefit package, the system displays a “Y.”

EMP (Employee) - Employees within the benefit package are flagged for bypass.

OCC (Occupation Code) - Occupation codes within the benefit package are flagged for bypass.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

F13 Return to the Benefit Class Bypass, Class Selection screen.

F14 Access the Benefit Class Bypass, Employee Selection screen.

F16 Access the Benefit Class Bypass, Occupation Selection screen.

Roll Display additional records not shown.

Benefit Class Bypass, Occupation Selection Screen

The system displays this screen when you press Fetch Occupation (“O”) at a selection screen or F17 from a selection screen.

Use this screen to bypass all benefits for specific occupation codes.

MCP980 BENEFIT CLASS BYPASS

Options Help

Occupation Selection

Begin list with occupation

Fetch employee Fetch ben. class

De-select Bypass

Occupation	Emp	Cls
109 equip operator		
150 Painter-Journeyman		
154 heavy duty repairman/welder		
241 laborer		
250 Brick Layer		
301 carpenter journeyman		
50 administrative asst	Y	
601 cement journeyman		
701 piledriver - carpenter		Y
990 Project Manager		

Bottom

Enter=OK F3=Exit F12=Cancel

Field Descriptions

(Selection Route) - Display only. Depending upon the selections you chose to access this screen, the specific selections display at the top of the screen.

BEGIN LIST WITH OCCUPATION - Optional. Maximum 5 characters. To begin the list with a specific occupation code, type the code and press Enter.

ACTION BUTTONS - Optional. To bypass an entire occupation code, select the code and press Bypass (“X”).

To remove a bypass flag from an occupation code, select the code that is flagged for bypass and press De-Select (“D”).

To access employees for bypass within an occupation code, select the code and press Fetch Employee (“E”).

To access entire benefit classes within an occupation code, select the code and press Fetch Ben. Class (“N”).

(Flag) - Display only. An “X” displays next to records that have been flagged for bypass.

OCCUPATION - Display only. A list of all occupation codes currently supported

displays.

SPECIFIC BYPASS - Display only. If you used Action Buttons to flag records for bypass within the occupation code, the system displays a “Y.”

EMP (Employee) - Employees within the occupation code are flagged for bypass.

CLS (Benefit Class) - Benefit classes within the occupation code are flagged for bypass.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

F13 Return to the Benefit Class Bypass, Class Selection screen.

F14 Access the Benefit Class Bypass, Employee Selection screen.

F15 Access the Benefit Class Bypass, Benefit Selection screen.

Roll Display additional records not shown.

Entitlement Bypass, Entitlement Selection Screen

The system displays this screen when you select Fetch Class Detail (“F”) at a selection screen.

Use this screen to maintain bypass flags on specific entitlements.

Field Descriptions

(Selection Route) - Display only. Depending upon the selections you chose to access this screen, the specific selections display at the top of the screen.

BEGIN LIST WITH CODE - Optional. Maximum 1 character. To begin the list with a specific entitlement code, type the code and press Enter.

ACTION BUTTONS - Optional. To bypass an entitlement, select the entitlement and press Bypass (“X”).

To remove a bypass flag from an entitlement, select the entitlement that is flagged for bypass and press De-Select (“D”).

To access employees for bypass within an entitlement code, select the code and press Fetch Employee (“E”).

To access benefit packages for bypass within an entitlement code, select the code and press Fetch Ben. Package (“B”).

To access occupations for bypass within an entitlement code, select the code and press Fetch Occupation (“O”).

ENTITLEMENT - Display only. A list of all Entitlement codes currently supported displays.

SPECIFIC BYPASS - Display only. If you used Action Buttons to flag records for bypass within the entitlement, the system displays a “Y.”

EMP (Employee) - Employees within the entitlement are flagged for bypass.

BEN (Benefit Package) - Benefit Packages within the entitlement are flagged for bypass.

OCC (Occupation Code) - Occupation codes within the entitlement are flagged for bypass.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

Roll Display additional records not shown.

On-Demand Benefit Processing

Access

Menu 159, Option 2

Description

Use this option to generate batches for benefits that accrue on demand. The benefits accrue as of the date you enter on the request screen.

Once you submit the on-demand process, you must edit and update the batch through the maintenance and update options.

For more information on maintaining the batches created through this task, see “Entitlement Batch Processing” in this chapter.

Procedure

Step 1: At the P/R Benefits Processing Menu (159) choose Option 2, On-demand Processing. The system displays the On-demand Benefit Processing screen.

Step 2: At the On-demand Benefit Processing screen, type information for the batch according to the Field Descriptions.

To select specific on-demand benefits for the batch, press F13. The system displays the On-demand Benefit Processing, Entitlement Selection screen.

Step 3: At the On-demand Benefit Processing, Entitlement Selection screen, choose the entitlements to be included in the batch and press Select (“X”).

To submit the process, press F6.

Step 4: To return to the menu, press F3.

On-Demand Benefit Processing Screen

The system displays this screen when you select On-Demand Processing at the P/R Benefits Processing Menu.

Use this screen to type batch identification information and benefit selection criteria for on-demand processing.

Field Descriptions

DATE OF ENTITLEMENT ACCRUAL - Required. Defaults to current system date. Maximum 6 digits. To specify the date on which the entitlement is accrued, type the new date over the old.

BATCH USER ID - Required. Maximum 5 characters. Type the user I.D. for the on-demand batch.

BATCH NUMBER - Required. Maximum 3 digits. Type the number for the batch that will be created.

BENEFIT PACKAGE - Optional. Maximum 5 characters. To process on-demand entitlements for a single benefit package, type the benefit package code.

To select all benefit packages, leave blank.

EMPLOYEE NUMBER - Optional. Maximum 5 characters. To process on-demand entitlements for a single employee, type the employee number.

To select all employees who are eligible for the entitlement, leave blank.

If the employee code is numeric only, then this field becomes “Maximum 5 digits.”

OCCUPATION CODE - Optional. Maximum 7 characters. To process on-demand entitlements for a single occupation code, type the occupation code.

To select all occupation codes linked to the entitlement, leave blank.

Function Key Descriptions

- F3** Return to the menu.
- F4** Access the Window List for the field the cursor is in.
- F6** Submit the on-demand process.
- F12** Return to the previous screen.
- F13** Access the Entitlements Selection screen.
- Enter** Edit the information.

On-Demand Benefit Processing, Entitlement Selection Screen

The system displays this screen when you press F13 from the On-Demand Benefit Processing screen.

Use this screen to select specific entitlements for processing.

Help

Entitlement Selection

Select specific entitlement code or leave blank to process all codes

Begin list with code/sub-code

Select

Code/ Sub-Code	Description	Suspended?
H 400	Holidays	Y

Enter=OK F3=Exit F12=Cancel

0001 End of list. No more to display.

Field Descriptions

BEGIN LIST WITH CODE/SUB-CODE - Optional. Maximum 1 character code, 5 characters sub-code. To begin the list with a specific code or code/sub-code, type the code and press Enter.

ACTION BUTTON - Optional. To select the specific entitlements to be used in the on demand process, choose the entitlements and press Select (“X”)

CODE/SUB-CODE - Display only. The code, sub-code, and description of all entitlements with on-demand frequency display.

SUSPENDED ? - Display only. For all on demand entitlements that are currently suspended, the system displays a “Y.” Suspended entitlements cannot be selected for processing.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

Roll Display additional records not shown.

Benefit Batch Maintenance

Access

Menu 159, Option 11

Reports

Entitlement Batch Edit Listing (MCP305)

Description

Use this option to maintain and edit benefit batches created through On-demand Processing.

In addition, you can use the benefit batch process to create and edit manual benefit batches to make adjustments to employee records. You can indicate that additional hours are to be accrued, or you can indicate hours taken. You can adjust the employee summary records by adding and subtracting both accruals and takes.

You can also use this option to cause an employee to become immediately eligible for an entitlement. If you create a record with “0” hours, the system activates the entitlement summary file, and thus the system will process an accrual for the entitlement at the next update according to the frequency rule for the entitlement.

Procedure

Step 1: At the P/R Benefits Processing Menu (159) choose Option 11, Batch Processing. The system displays a user identification screen.

Step 2: At the Entitlement Benefit Batch Processing (User Identification) screen, type your user I.D. and press Enter. The system displays the Entitlement Benefit Batch Processing, Batch Selection screen.

For more information about using the Batch Processing screens, see the Chapter 4 Overview.

Step 3: At the Entitlement Benefit Batch Processing, Batch Selection screen, you can create, maintain, delete, or edit a batch created with your user I.D.

To create a new batch, at the next available line, type the batch number, select the batch and press Create and Maintain (“1”). The system displays the Entitlement Batch Processing screen.

To maintain an existing batch, select the batch you want and press Create or Maintain (“1”). The system displays the Entitlement Batch Processing screen.

To delete an existing batch, select the batch you want and press Delete (“2”). The system displays the Entitlement Benefit Batch Processing, Batch Delete Function screen.

To edit all transactions in a batch, select the batch you want and press Submit Edit for All (“3”).

To edit only the error transactions of a batch, select the batch you want and press Submit Edit for Error (“4”).

Note: If you edit only for error transactions, the Entitlement Batch Edit Listing (MCP305) lists only records with errors. After errors are corrected, you still need to run Submit Edit for All before you may update the batch.

Tip: Once you submit a batch to edit, delete, or update, you can refresh the “ACTIVE IN XXX MODE” messages by using Roll.

To return to the previous screen, press F12.

To return to the main menu, press F3.

Step 4: At the Entitlement Benefit Batch Processing, Batch Delete Function screen, press F6 to submit the deletion.

To return to the Entitlement Benefit Batch Processing, Batch Selection screen without deleting, press F12.

Step 5: At the Entitlement Batch Processing screen, you can add, maintain, or delete records from the batch.

To add a record, at the next available line, type the information according to the Field Descriptions.

To maintain a record, select the information you want and type the new information over the old.

To delete a record, select the record you want and press Delete (“D”). Press F11 to confirm the deletion.

To return to the previous screen, press F12.

Step 6: To return to the menu, press F3.

Entitlement Batch Processing Screen

The system displays this screen when you select Create or Maintain at the Entitlement Benefit Processing, Batch Selection screen.

Use this screen to add, maintain or delete entitlement records.

	Employee	Entitlement	Date	Hours	Tr Cd
1	PORTER, JON	H 400 Holidays	3/16/99	16.00	1
6	RODRIGUES, MARCUS	V 500 Vacation	3/16/99	5.00	2
			0/00/00		
			0/00/00		
			0/00/00		
			0/00/00		
			0/00/00		
			0/00/00		
			0/00/00		
			0/00/00		
			0/00/00		
			0/00/00		
			0/00/00		
			0/00/00		
			0/00/00		
			0/00/00		

Bottom

Enter=OK F3=Exit F4=List F11=Delete F12=Cancel

0001 End of list. No more to display.

Field Descriptions

BATCH (Batch Number) - Display only. The number of the batch you are adding or maintaining displays.

ACTION BUTTON - Optional. To delete a record, select the record you want and press Delete (“D”).

(Employee Code) - Required. Maximum 5 characters. To add a record, type the employee code. The system validates the number against the Labor Master.

If employee code is numeric only, then this field becomes “Maximum 5 digits.”

EMPLOYEE - Display only. The employee name displays next to the code after you press Enter.

(Entitlement Code) - Required. Maximum 1 character code, 5 characters sub-code. To add records, type the entitlement code and sub-code. The system validates the information against the Entitlement Definition File.

ENTITLEMENT - Display only. The entitlement description displays next to the code/sub-code after you press Enter.

DATE - Required. Maximum 6 digits. To add records, type the date on which the accrual should be recorded. To change the date, select the date and type the new

information over the old.

HOURS - Optional. Maximum 5 digits, 2 decimals. To indicate the hours accrued or taken, type the hours. To change the record, select the hours and type the new information over the old.

Note: To cause an employee to become immediately eligible for an entitlement, type “0” hours. The system activates the entitlement. The entitlement will accrue at the next update according to the frequency rule in the Entitlement Definition File.

TR CD (Transaction Code) - Required. Maximum 1 digit. To indicate that the hours should be added to the entitlements accrued, type “1.” To indicate that the hours should be taken from entitlements accrued, type “2.”

Function Key Descriptions

F3 Return to the previous screen without saving.

F12 Return to the previous screen.

Enter Update the information.

Roll Access additional records not displayed.

Entitlement Batch Edit Listing (MCP305)

Access

Menu 159, Option 11

Purpose

The system automatically generates the Entitlement Batch Edit Listing (MCP305) report when you submit an entitlement batch for edit.

Use this report to review the entitlement accrual and hours taken records to be updated.

Print Procedure

Step 1: At the Benefits Processing Menu (159) choose Option 11, Maintenance.

Step 2: Submit the time edit according to the task descriptions. The system automatically generates this report.

For more information about submitting an entitlement batch edit, see “Benefit Batch Maintenance” in this chapter.

Contents

The information on this report comes from the Entitlement Definition File (BPENTL), the Labor Master (AGLBMS) file, and the Application Batch Control Master (C9BCTL) file.

A sample report follows this description.

Column Headings

INDEX - A system-generated number that indicates the order in which the records were entered into the batch displays.

EMPLOYEE - The employee number, last and first name display.

ENTITLEMENT - The entitlement code, and the description of the entitlement code/sub-code display.

DATE - The date on which the record will update displays.

HOURS - The hours for the record display.

TR CD - The transaction code indicates whether the record is an accrual or hours taken. Valid codes are:

1 - accrual

2 - taken

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INDEX		EMPLOYEE	ENTITLEMENT	DATE	HOURS	TR	
						CD	--
1	1	PORTER, JON	H Holidays	3/16/99	16.00	1	
2	6	RODRIGUES, MARCUS	V Vacation	3/16/99	5.00	2	

Entitlement Benefit Batch Status

Access

Menu 159, Option 12

Description

Use this option to view the status of all Entitlement Benefit batches. The Entitlement Benefit Batch Status screen is informational only.

Procedure

- Step 1:** At the P/R Benefits Processing Menu (159) choose Option 12, Batch Status. The system displays the Entitlement Benefit Batch Status screen.
- Step 2:** At the Entitlement Benefit Batch Status screen, view the status of the all batches.
- Step 3:** To return to the P/R Time Entry Menu, press F3.

Entitlement Benefit Batch Status Screen

The system displays this screen when you select Batch Status at the P/R Benefits Processing Menu.

Use this screen to view the status of all batches. All fields on this screen are display only.

The status of open batches is displayed below
You may use the roll keys to display additional batches

Batch	User	Started	Last edit	Err	Current status
100	SCH	3/03/99	3/03/99	Y	BATCH AVAILABLE FOR PROCESSING
200	SCH	3/16/99	3/16/99	N	BATCH AVAILABLE FOR PROCESSING
300	SCH	3/16/99	3/16/99	Y	BATCH AVAILABLE FOR PROCESSING

F5=Refresh

Enter=OK F3=Exit F6=Messages F8=Jobs F12=Cancel

Field Descriptions

BATCH (Batch Number) - The number of each active batch displays.

USER (User ID) - For each batch, the system displays the identification code of the user who created the batch.

STARTED - The date on which the batch was created displays.

LAST EDIT - The date on which the batch was last submitted for an edit displays.

ERR (Error) - If a batch is error free and eligible for update, an “N” displays. If a batch has not been submitted for edit or errors exist in the batch, a “Y” displays.

CURRENT STATUS - The current status of each batch listed displays. The system can display the following status messages for routine batches:

BATCH AVAILABLE FOR PROCESSING

BATCH IS ACTIVE IN ENTRY MODE

BATCH IS ACTIVE IN EDIT MODE

BATCH IS ACTIVE IN DELETE MODE

Function Key Descriptions

- F3** Return to the menu.
- F5** Refresh the display to include any changes that have occurred since you accessed the screen.
- F6** Access Display Messages screen.
- F8** Access Work with Submitted Jobs screen.
- Roll** Access additional records not displayed.

Benefit Batch Update

Access

Menu 159, Option 13

Reports

Entitlement Transaction Report (MCP313)

Description

Use this option to update any Benefits batches available for update. Once a batch is created and edited, and the system finds no errors, the batch is available for update.

If no batches are eligible for update, the system displays the message “There are currently no batches eligible for update.”

You can update as many available batches as you want at one time.

Procedure

- Step 1:** At the Benefits Processing Menu (159) choose Option 13, Batch Update. The system displays the Entitlement Benefit Batch Update screen.
- Step 2:** At the Entitlement Benefit Batch Update screen, type an “X” in the update field of any batches you want to update.
- To submit the batches to update,** press F6. The system displays the message “The update job has been submitted.”
- Step 3:** To return to the menu without submitting batches, press F3.

Entitlement Benefit Batch Update Screen

The system displays this screen when you select Batch Update at the P/R Benefits Processing Menu.

Use this screen to select and submit benefit batches for update.

1. To update a batch place an "X" in update column
2. To complete submission, press F6

Batch	User	Started	Last edit	Update	Err				
100	SCH	3/03/99	3/17/99		N				

Enter=OK F3=Exit F6=Submit F12=Cancel

Field Descriptions

BATCH - Display only. The batch number of each batch eligible for update displays.

USER - Display only. The user I.D. associated with the batch displays.

STARTED - Display only. The date on which each batch was started displays.

LAST EDIT - Display only. The date on which the last edit was run for each batch displays.

UPDATE - Optional. Maximum 1 character. To update batches, type "X" beside each batch you want to update.

ERR - Display only. Maximum 1 character. If the batch is error free, a "N" displays. If the batch contains errors, a "Y" displays. You will only see a "Y" if you choose to allow update of batches with errors in P/R Definition Setup.

Function Key Descriptions

- F3** Return to the menu without updating.
- F6** Submit your request to update the batches you select.
- F12** Return to the menu without updating.
- Roll** Access additional records not displayed.

Entitlement Transaction Report (MCP313)

Access

Menu 159, Option 13

Purpose

The Entitlement Transaction Report is generated automatically when you update a benefits batch for on-demand or adjusting entitlement hours.

Use this report to review the updated records.

For a complete description of this report, see the “Entitlement Transaction Report (MCP313)” that follows the Payroll Completion task.

Print Procedure

- Step 1:** At the P/R Benefits Processing Menu (159), choose Option 13, Batch Update. The system displays the Entitlement Benefit Batch Update screen.
- Step 2:** At the Entitlement Benefit Batch Update screen, select the batches you want to update.
- To submit the update,** press F6. The system automatically generates the report when you update entitlement records.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Entitlement Definition file (BPENTL), and the Employee Entitlement Detail file (A9ENTD).

For specific descriptions of the fields on this report, see the “Entitlement Transaction Report (MCP313)” that follows the Payroll Completion Task.

A sample report follows this description.

TrueLine Documentation-Construction		ENTITLEMENT TRANSACTION REPORT		BATCH 200	DATE 3/17/99	PAGE 1
EMPLOYEE	ENTITLEMENT	HOURS ACCRUED	HOURS TAKEN	HOURS OVER LIMIT	EFF. DATE	
00001 PORTER, JON	H Holidays	16.00	.00	.00	3/16/99	
00006 RODRIGUES, MARCUS I	V Vacation	5.00	.00	.00	3/16/99	
00005 TRACY, RICHARD L	V Vacation	0.00	4.00	.00	3/17/99	

*** END OF REPORT ***

About Payroll Prepays

If you need to record payroll information that is not a part of regular payroll processing, the system allows you to enter the information using prepays.

For more information about the situations that prepays are used for, see “How to Adjust Payroll Information” in the Chapter 4 Overview.

To enter prepays, a pay period must already be started. Otherwise, the system clears any prepays when you start the new pay cycle.

Prepay processing for the open period can be performed at any point after you start a new pay period and before you generate regular payroll checks. After regular checks are processed, you can only record prepays for future pay periods.

<i>The customary steps for Prepay processing are:</i>
Start the payroll period.
Enter Prepays (either before or after time entry).
Run the Prepay Register to view the prepay entries you made.
Enter matching Time Entry records, as needed.
Process Overtime Smoothing
Run the Weekly Gross.
Run the Reconciliation Report to check for discrepancies between the Weekly Gross report and the Prepay Register.
Adjust Time Entry and Prepay Entry until they agree.
Re-run the Weekly Gross and Reconciliation Report after any adjustments are made.
Print Prepay Checks (if sent to print using prepay generator).
Run Prepay Completion.
Continue with regular payroll cycle.

Use the Prepay Register to verify that the prepay information you have entered through Enter and Correct is valid. Total gross less total deductions on a prepay must equal the net pay on the regular time record or the system will delete the prepay at regular check generation.

To have the system process prepays, there must be a matching time record from regular Time Entry. If there is no regular time record, the system will delete the prepay at check generation.

After running Weekly Gross, you can generate the Prepay Reconciliation Edit to see if there are differences between Time Entry and Prepay Entry calculations. You can then make adjustments to the entries in Time Entry or Prepay Entry as needed. For more information about the corrections that may be needed, see “About Prepay

Reconciliation” in this chapter.

About Prepay Generator

Use the Prepay Generator in any of the following ways:

- ♦ To calculate prepay deductions and withholding and not save the information once you copy it.
- ♦ To save the information as a prepay entry only. For more information about matching time records, see “Prepay Reconciliation.”
- ♦ To save the information as both a prepay entry and the matching time entry record.
- ♦ To save the information for the prepay and matching time entry and to print a prepay check.

The system treats the matching time entry record as an updated batch. To access the time entry record, use Direct Time Card Corrections.

If you have already updated regular time for an employee, the Prepay Generator includes information with the same check type and pay period on the prepay.

- ♦ If you want to use an existing time entry record for the prepay, in change mode, type the batch and index number for the original time record and press Enter. The system displays the hours and updated information on the Prepay Generator, Time Maintenance screen.
- ♦ If you do not know the batch and index number of the original time record, to calculate only the regular time for the prepay, create a prepay record with “0” hours. The system will calculate deductions for the hours on the regular time entry record.
- ♦ To calculate the regular time *AND* additional prepay time, create a prepay record with the additional time information. The system will calculate gross, net, and deduction amounts that include the regular and prepay hours.

Salary Recharge and Prepays

If you have a salaried employee who is recharged, you can use the prepay generator to create a prepay record in the same way you use time entry to create a regular time record. The system allows you to leave the job number blank and only enter the salaried hours.

For more information on setting up an employee for salaried recharge, see “About Recharge” in Chapter 3.

About Manual Prepays

Use the Enter and Correct function in the following ways:

- ♦ To enter payroll history and balances forward when you install the P/R Application.
- ♦ To recording manually written checks.

- ♦ To reverse updated check information to back it out of a prior pay period.
- ♦ To adjust earnings records.

Bringing Balances Forward Using Prepays

If you begin using the Payroll Application in the middle of a payroll year, you have already paid your employees using another system. For quarterly and end of year reporting to be accurate, you must transfer the balances from the other system into the **TrueLine** System. Use Manual Prepays for this transfer.

Caution: If you are transferring balances for payroll from another system, you will also have to transfer balances from Job Cost and General Ledger. These application transfers typically occur separately. So that transfers in Payroll do not affect J/C or G/L amounts, the flags for posting should be set before the following process so that posting does not occur to J/C or G/L. For more information, contact your project or account manager.

Step 1: Setup the Pay Period Date Schedule.

If bringing over a balance for each month, be sure to set up a pay period with a week ending date for each period.

If bringing over one balance forward for the entire year, set up just one pay period with an ending date of that period.

For more information about the correct date setup for the first time you run a payroll cycle, see “About Pay Period Date Maintenance” in Chapter 3.

Step 2: Start a New Pay Period. Be sure that the correct pay period ending date appears. If not, exit the option and maintain the date schedule again.

Step 3: Maintain employee deduction records. For each employee deduction, create a deduction record with a period target amount for the balance of the deduction. Do the same for 410(k)/125(s) deductions.

Step 4: Create a time batch. Use the By Job with Pay Code screen and enter the gross amount as the balance forward. You will need a job and cost code, although the information will not actually be journaled to J/C or G/L.

Step 5: Edit and update the time batch. Make sure that each record on the edit has the proper balance forward amount.

Step 6: Submit the Weekly Gross. The process will print the balance forward on the Weekly Gross and a Scheduled Deductions report. The deductions are subject to the limits and rules on the deduction master, but will not necessarily be taken.

Step 7: Enter Manual Prepays for each employee using a “dummy” check number. Select the applicable categories for each prepay, such as miscellaneous deductions, union deductions, county taxes, etc. The selections made are for earnings and taxes above and beyond state and federal information.

For each deduction, type the deduction number and the total amount

withheld on the old system. This amount should equal the period limit amount set up on the deduction master.

For more information about how to use the prepay function, see “Manual Prepay Entry” in this chapter.

- Step 8:** After all prepays are entered, run the Prepay Register. This report shows the gross earnings calculated from the time records and compares them to the gross earnings on the prepay record. If a “Gross Less Deductions, Not Equal to Net” condition occurs, make the necessary changes to either the time card or the prepay.

If you change the time card, rerun the Weekly Gross process again.

- Step 9:** Run the Prepay Reconciliation Report. The report should say “Prepays are in Balance.” If not, for any employee on the report with a variance, change the out of balance record and return to Step 8.

- Step 10:** If prepays are in balance, process Check Generation with a “dummy” check number as the starting number. The process prints the Payroll Register. Use this report to ensure that records balance with the old system.

If any payroll checks are issued, something was out of balance between the time record and the prepay. Call product support for information on how to proceed.

- Step 11:** If no checks are issued with Check Generation, run the Pre-completion process. This option prepares the information for journaling to J/C and G/L. It also verifies that accounts are set up correctly in the Financial Posting Table.

When you bring balances forward, the system has been set to bypass the regular journaling performed with payroll processes. Before you go “live” with your first real payroll cycle, the system will need to be re-set to create the regular journals. Contact your project or account manager for information on re-setting the journaling.

- Step 12:** Run the Completion process. If there are no errors on the pre-completion, they system will allow you to access the completion submittal screen. If you get a scheduling lock, call product support for information on how to proceed.

- Step 13:** Change the open payroll month in P/R Definition Setup to the next period for processing. Repeat the process until all balances are current in the TrueLine System.

Record Manual Checks

When you use the prepay function to record manually written checks, you must enter a matching record in Time Entry Maintenance in order for the system to process the prepay information.

Use the Prepay Edit Register to see if calculations are correct and adjust as needed. The system verifies that the system calculated net is at least equal to the net amount you specify through Enter and Correct. If the prepay is more than the regular time

record, the prepay will be deleted at check generation. If the prepay is less than the time record, the employee's regular check will be cut for the difference.

The codes used on the prepay must match those on the regular time record, so deductions will be allocated to the same accounts. Use the Prepay Reconciliation Edit to see if variances exist. Codes must match for the following:

- Employee number
- Check type
- State, county, and city codes
- Union/sub-union codes
- Miscellaneous deduction codes
- 401K/125S deduction codes

For more information about variances between matching time records and prepaids, see "About Prepay Reconciliation" in this chapter.

Reverse Updated Checks

To back out a check from a prior pay period, you must back out both amounts and hours. Enter the same information as the original entry, but use negative numbers.

Original Check		Reverse Check	
Gross	100.00	Gross	100.00-
FIT	10.00	FIT	10.00-
SUI	<u>5.00</u>	SUI	<u>5.00-</u>
Net	85.00	Net	85.00-

To reverse a check from a prior period that includes deductions, use check types 1-5 to post to prior payroll cycles. Make sure the deduction is set up for the employee and the particular check type you specify. For more information, see "About Setting Up Deduction Records" in Chapter 3.

If you need to void a check for an employee who is receiving a regular check, make sure that the void has one check type, but the regular record has another check type. The system will then separate the two records for calculation and reconciliation purposes.

Adjust Earnings Records

To adjust entries from one account to another, you can use Enter and Correct. The system will retain the prepay as long as the gross less deductions still equals net on the check.

For example, adjust an imbalance with the following entry:

Gross	0.00
SIT	.10

SDI	.10-
Net	0.00

The employee's matching time entry should have zero hours and zero gross.

About Miscellaneous Deductions and Manual Prepays

When you enter a deduction number for an employee using Enter and Correct, the system verifies the deduction in the Deduction Master file. The system does not verify the validity of the employee/deduction combination.

If the employee is not set up for the miscellaneous deduction, the system creates a deduction record for the employee with the amount taken as the Period Target Amount. After check generation, the system flags Ignore Deduction and will not take the deduction again until you remove the flag. For more information about maintaining the deduction, see "Deduction Master Maintenance" in Chapter 3.

Manual Prepay Entry

Access

Menu 265, Option 1

Description

Use this option to enter prepay amounts and to make adjustments to employee earnings records. The prepay function provides a full audit trail for adjustments.

If you want the prepay to be calculated by the system, use the prepay generator. For more information, see the “Prepay Generator” task in this chapter.

The prepay function serves several purposes, including:

- ◆ Entering payroll history and balances forward when you install the P/R Application.
- ◆ Recording manual checks.
- ◆ Reversing updated check information to back it out of a prior pay period.
- ◆ Adjusting earnings records.

For more information about how to use these various prepaids, see “About Payroll Prepaids” in this chapter.

When entering prepay information, the net amount must equal the taxable plus non-taxable gross amount less deductions or the prepay will be deleted at check generation. Use the Prepay Register Edit to verify that these amounts are correct.

To have the system process manual prepaids, you must also create a matching time record through Time Entry Maintenance. If there is no matching time card record, the system will delete the prepay at check generation.

When you generate the Prepay Reconciliation Report, the system prints any differences between Time Entry and Prepay Entry calculations. You can then make adjustments to the entries in Time Entry or Prepay Entry as needed.

For more information, see “About Payroll Prepaids” in this chapter.

Procedure

Step 1: At the P/R Prepay Processing Menu (265) choose Option 1, Enter and Correct. The system displays the Payroll Prepay Entry, Deduction Selection screen.

Step 2: At the Payroll Prepay Entry, Deduction Selection screen, you can add, maintain, or delete manual prepay records and specify the type of deductions on the prepay record.

To add a manual prepay, in Add mode, type the information according to the Field Descriptions and press Enter. The system displays the Payroll Prepay Entry, Federal and State Taxes screen.

To maintain a manual prepay, in Change mode, type the employee code,

check type, and check number on the original record and press Enter. The system displays the Payroll Prepay Entry, Federal and State Taxes screen.

To delete a manual prepay, in Delete mode, type the employee code, check type, and check number on the original record and press Enter. The system displays the Payroll Prepay Entry, Federal and State Taxes screen.

Step 3: At the Payroll Prepay Entry, Federal and State Taxes screen, type the information according to the Field Descriptions and press Enter. If you selected no additional deductions, the system returns to the Payroll Prepay Entry, Deduction Selection screen.

To return to the previous screen, press F12.

Step 4: At the Payroll Prepay Entry, City Taxes screen, type the information according to the Field Descriptions and press Enter. If you selected no additional deductions, the system returns to the Payroll Prepay Entry, Deduction Selection screen.

To return to the previous screen, press F12.

Step 5: At the Payroll Prepay Entry, County Taxes screen, type the information according to the Field Descriptions and press Enter. If you selected no additional deductions, the system returns to the Payroll Prepay Entry, Deduction Selection screen.

To return to the previous screen, press F12.

Step 6: At the Payroll Prepay Entry, Union Deductions screen, type the information according to the Field Descriptions and press Enter. If you selected no additional deductions, the system returns to the Payroll Prepay Entry, Deduction Selection screen.

To return to the previous screen, press F12.

Step 7: At the Payroll Prepay Entry, Miscellaneous Deductions screen, type the information according to the Field Descriptions and press Enter. If you selected no additional deductions, the system returns to the Payroll Prepay Entry, Deduction Selection screen.

To return to the previous screen, press F12.

Step 8: At the Payroll Prepay Entry, 401(K) Deductions screen, type the information according to the Field Descriptions and press Enter.

To return to the previous screen, press F12.

Step 9: To return to the P/R Prepay Processing Menu, press F3.

Payroll Prepay Entry, Deduction Selection Screen

The system displays this screen when you select Enter and Correct at the P/R Prepay Processing Menu.

Use this screen to add, maintain, or delete manual prepay records and specify the type of deductions on the prepay record.

Field Descriptions

EMPLOYEE # - Required. Maximum 5 characters. Type the employee number for the prepay.

CHECK TYPE - Required. Maximum 1 character. To specify a check other than a routine payroll record, type the check type code.

To specify a regular payroll record, leave blank.

CHECK # - Required. Maximum 7 digits. Type the check number for the prepay.

CHECK DATE - Optional. Maximum 6 digits. Type the date the check was written.

CHECK TO SELECT PREPAY REQUIRED - Optional. To access city, county, union, miscellaneous, and 401(K)/125(S) deductions, check the box ("X") for the type of deduction. Valid selections are:

City Prepay

(Miscellaneous) Deduction

County Prepay

401K Deduction

Union Prepay

The system will display a screen for each deduction you select following the Federal and State Taxes screen.

Function Key Descriptions

F3 Return to the menu.

F9 Access Add mode.

F10 Access Change mode.

F11 Access Delete mode.

F12 Return to the menu.

Enter Edit the information and access the Federal and State Taxes screen.

Payroll Prepay Entry, Federal and State Taxes Screen

The system displays this screen when you press Enter at the Payroll Prepay Entry, Deduction Selection screen.

Use this screen to enter the federal and state information for the prepay.

Note: If you have existing records and enter the file in Add mode, the system displays the message “*Adding to existing records.” You can not access existing information in Add mode.

The screenshot shows a software window titled "MCP930 PAYROLL PREPAY ENTRY CHG". Inside, there's a section for "Federal and State Taxes". It contains several input fields: Employee number (00001), PORTER, JON; Check type, Check number (1367), Check date (5/06/99); Bank code (WF), Net (300.00), FICA(HI) (.00), F.I.T. (.00), FICA(ASDI) (.00). Below this is a table with columns: State Code, Taxable Gross, Non-taxable Gross, Sick pay Gross, S.D.I. Amount, S.I.T. Amount, and S.U.I. Amount. The first row shows State Code 6 and Taxable Gross 1000.00. At the bottom, there are buttons for Enter=OK, F3=Exit, F4=List, F6=Submit, F11=Delete, and F12=Cancel. A status bar at the bottom says "CC02 RECORDS HAVE BEEN EXHAUSTED FOR THIS FILE".

State Code	Taxable Gross	Non-taxable Gross	Sick pay Gross	S.D.I. Amount	S.I.T. Amount	S.U.I. Amount
6	1000.00					

Field Descriptions

EMPLOYEE NUMBER - Display only. The employee number you selected at the Deduction Selection screen displays. The system displays the last name, first name, and middle initial from the Labor Master file next to the number.

CHECK TYPE - Display only. The check type you specified at the Deduction Selection screen displays. Blank represents routine payroll.

CHECK NUMBER - Display only. The check number you specified at the Deduction Selection screen displays.

CHECK DATE - Display only. The check date you entered on the Deduction Selection screen displays.

BANK CODE - Required. Maximum 2 characters. Type the code that identifies the bank from which this check is drawn.

NET - Optional. Maximum 9 digits, 2 decimals. Type the amount written on the actual prepay check. This amount plus deductions must equal the total state gross. Otherwise, the prepay will be deleted at check generation.

FICA(HI) - Optional. Maximum 9 digits, 2 decimals. Type the amount withheld from the gross for the medicare portion of social security taxes.

F.I.T. - Optional. Maximum 9 digits, 2 decimals. Type the amount withheld from the gross for federal income tax.

FICA(OASDI) - Optional. Maximum 9 digits, 2 decimals. Type the amount withheld from the gross for social security.

ACTION BUTTON - Optional, and available in Change mode only. To delete a state gross and tax line item, select the record and press Delete (“D”).

STATE CODE - Required. Maximum 2 digits. To identify the state in which the employee earned income, type the state code. The system validates the code against the State Master file.

TAXABLE GROSS - Optional. Maximum 9 digits, 2 decimals. For each state code, type the taxable gross amount the employee earned. This amount should include any sick pay the employee was paid with the prepay.

NON-TAXABLE GROSS - Optional. Maximum 9 digits, 2 decimals. For each state code, type the non-taxable gross amount the employee earned.

SICK PAY GROSS - Optional. Maximum 9 digits, 2 decimals. For each state code, type the gross amount of sick pay the employee was paid with the prepay.

S.D.I. AMOUNT - Optional. Maximum 9 digits, 2 decimals. For each state code, type the amount of state disability insurance withheld from the employee's earnings.

S.I.T. AMOUNT - Optional. Maximum 9 digits, 2 decimals. For each state code, type the amount of state income tax withheld from the employee's earnings.

S.U.I. AMOUNT - Optional. Maximum 9 digits, 2 decimals. For each state code, type the amount of state unemployment insurance withheld from the employee's earnings.

Function Key Descriptions

F3 Return to the Deduction Selection screen without updating the record.

F9 Access Add mode at the Deduction Selection screen.

F10 Access Change mode at the Deduction Selection screen.

F11 Access Delete mode at the Deduction Selection screen.

F12 Return to the previous screen.

Enter Save the information and access the next screen.

Roll In Change mode, update displayed records and display additional records not shown.

Payroll Prepay Entry, City Taxes Screen

The system displays this screen when you select City Prepay at the Deduction Selection screen and press Enter after the Federal and State Taxes screen.

Use this screen to maintain the earnings and tax record for that portion of an employee's earnings that is subject to city taxes.

City Taxes

Employee number 00030 MONTERO ABEL A
 Check type Check number 1400 Check date 0/00/00 Bank code WF

Delete

State Code	City Code	City Gross	Sick pay Gross	City Tax
6	1001	1200.00	.00	50.00

Enter=OK F3=Exit F4=List F12=Cancel

CG02 RECORDS HAVE BEEN EXHAUSTED FOR THIS FILE

Field Descriptions

EMPLOYEE NUMBER - Display only. The employee number from the Deduction Selection screen displays. The system displays the last name, first name, and middle initial from the Labor Master file next to the number.

CHECK TYPE - Display only. The check type you specified at the Deduction Selection screen displays. Blank represents routine payroll.

CHECK NUMBER - Display only. The check number you specified at the Deduction Selection screen displays.

CHECK DATE - Display only. The check date you entered on the Deduction Selection screen displays.

BANK CODE - Display only. The bank account code you entered on the Federal and State Taxes screen.

ACTION BUTTON - Optional, and available in Change mode only. To delete a city tax record, select the record and press Delete ("D").

STATE CODE - Optional. Maximum 2 digits. To identify the state in which a city is located, type the state code. The system validates the code against the State

Master file.

CITY CODE - Optional. Maximum 4 digits. To identify the city in which the employee earned income, type the city code. The system validates the code against the City Master file.

CITY GROSS - Optional. Maximum 9 digits, 2 decimals. Type the gross earnings subject to city tax.

SICK PAY GROSS - Optional. Maximum 9 digits, 2 decimals. For each city code, type the gross amount of sick pay the employee was paid with the prepay. Sick pay may or may not be subject to city tax.

CITY TAX - Optional. Maximum 9 digits, 2 decimals. Type the amount withheld from the gross for city income tax.

Function Key Descriptions

F3 Return to the Deduction Selection screen without updating the record.

F4 Access the Window List for the field the cursor is in.

F12 Return to the previous screen.

Enter Save the information and access the next screen.

Roll In Change mode, update displayed records and display additional records not shown.

Payroll Prepay Entry, County Taxes Screen

The system displays this screen when you select County Prepay at the Deduction Selection screen and press Enter after the Federal and State Taxes screen.

Use this screen to maintain the gross and tax information for income subject to county taxes.

The screenshot shows a software window titled 'MCP934 PAYROLL PREPAY ENTRY CHG'. Inside, there's a 'County Taxes' section with fields for Employee number (00030 MONTERO ABEL A), Check type, Check number (1400), Check date (0/00/00), and Bank code (WF). Below this is a 'Delete' button and a table with columns: State Code, County Code, County Gross, Sick pay Gross, and County Tax. The table contains one row with values: 6, 100, 1200.00, .00, and 50.00. At the bottom are four buttons: Enter=OK, F3=Exit, F4=List, and F12=Cancel. A red message bar at the very bottom says 'CC02 RECORDS HAVE BEEN EXHAUSTED FOR THIS FILE'.

State Code	County Code	County Gross	Sick pay Gross	County Tax
6	100	1200.00	.00	50.00

Field Descriptions

EMPLOYEE NUMBER - Display only. The employee number from the Deduction Selection screen displays. The system displays the last name, first name, and middle initial from the Labor Master file next to the number.

CHECK TYPE - Display only. The check type you specified at the Deduction Selection screen displays. Blank represents routine payroll.

CHECK NUMBER - Display only. The check number you specified at the Deduction Selection screen displays.

CHECK DATE - Display only. The check date you entered on the Deduction Selection screen displays.

BANK CODE - Display only. The bank account code you entered on the Federal and State Taxes screen.

ACTION BUTTON - Optional, and available in Change mode only. To delete a county tax record, select the record and press Delete ("D").

STATE CODE - Optional. Maximum 2 digits. To identify the state in which a county is located, type the state code. The system validates the code against the

State Master File.

COUNTY CODE - Optional. Maximum 3 digits. To identify the county in which the employee earned income, type the county code. The system validates the code against the County Master file.

COUNTY GROSS - Optional. Maximum 9 digits, 2 decimals. Type the gross earnings subject to city tax.

SICK PAY GROSS - Optional. Maximum 9 digits, 2 decimals. For each county code, type the gross amount of sick pay the employee was paid with the prepay. Sick pay may or may not be subject to county tax.

COUNTY TAX - Optional. Maximum 9 digits, 2 decimals. Type the amount withheld from the gross for county income tax.

Function Key Descriptions

F3 Return to the Deduction Selection screen without updating the record.

F4 Display the Window List for the field the cursor is in.

F12 Return to the previous screen.

Enter Save the information and access the next screen.

Roll In Change mode, update displayed records and display additional records not shown.

Payroll Prepay Entry, Union Deductions Screen

The system displays this screen when you select Union Prepay at the Deduction Selection screen and press Enter after the Federal and State Taxes screen.

Use this screen to maintain the union deductions withheld from the prepay check.

Union Deductions

Employee number 00030 MONTERO ABEL A
 Check type Check number 1400 Check date 0/00/00 Bank code WF

Delete

Union Code	Sub Union	Vacation In amount	Vacation Out amount	Dues Amount	Initiation Amount	Misc. ded Amount
6		50.00	10.00	50.00	20.00	10.00

Enter=OK F3=Exit F4=List F12=Cancel

CC02 RECORDS HAVE BEEN EXHAUSTED FOR THIS FILE

Field Descriptions

EMPLOYEE NUMBER - Display only. The employee number from the Deduction Selection screen displays. The system displays the last name, first name, and middle initial from the Labor Master file next to the number.

CHECK TYPE - Display only. The check type you specified at the Deduction Selection screen displays. Blank represents routine payroll.

CHECK NUMBER - Display only. The check number you specified at the Deduction Selection screen displays.

CHECK DATE - Display only. The check date you entered on the Deduction Selection screen displays.

BANK CODE - Display only. The bank account code you entered on the Federal and State Taxes screen.

ACTION BUTTON - Optional, and available in Change mode only. To delete a union record, select the record and press Delete ("D").

UNION CODE - Required if you enter amounts on this screen. Maximum 4 digits. Type the code that identifies the union to which deductions apply. The system validates the code against the Union Master file.

SUB UNION - Optional. Maximum 1 character. Type the code that identifies the sub union to which deductions apply. The system validates the code against the Union Master file.

VACATION IN AMOUNT - Optional. Maximum 7 digits, 2 decimals. Type the portion of the taxable gross that is vacation pay.

VACATION OUT AMOUNT - Optional. Maximum 7 digits, 2 decimals. Type the amount deducted from the net amount for vacation paid to the union.

DUES AMOUNT - Optional. Maximum 7 digits, 2 decimals. Type the amount withheld for union dues.

INITIATION AMOUNT - Optional. Maximum 7 digits, 2 decimals. Type the amount withheld for union initiation fees.

MISC.DED AMOUNT - Optional. Maximum 7 digits, 2 decimals. Type the amount withheld for miscellaneous union deductions.

Function Key Descriptions

F3 Return to the Deduction Selection screen without updating the record.

F4 Display the Window List for the field the cursor is in.

F12 Return to the previous screen.

Enter Save the information and access the next screen.

Roll In Change mode, update displayed records and display additional records not shown.

Payroll Prepay Entry, Miscellaneous Deductions Screen

The system displays this screen when you select Deductions at the Deduction Selection screen and press Enter after the Federal and State Taxes screen.

Use this screen to maintain the amount withheld for voluntary deductions.

Note: If the employee is not set up for the miscellaneous deduction withheld on a prepay, the system creates a deduction record for the employee with the amount taken as the Period Target Amount. After check generation, the system flags Ignore Deduction and will not take the deduction again until you remove the flag. For more information about maintaining the deduction, see “Deduction Master Maintenance” in Chapter 3.

MCP932 PAYROLL PREPAY ENTRY CHG

Help

Miscellaneous Deductions

Employee number 00030 MONTERO ABEL A
 Check type Check number 1400 Check date 0/00/00 Bank code WF

Delete

Ded No.	Deduction Amount
20	40.00

Enter=OK F3=Exit F4=List F12=Cancel

CC02 RECORDS HAVE BEEN EXHAUSTED FOR THIS FILE

Field Descriptions

EMPLOYEE NUMBER - Display only. The employee number from the Deduction Selection screen displays. The system displays the last name, first name, and middle initial from the Labor Master file next to the number.

CHECK TYPE - Display only. The check type you specified at the Deduction Selection screen displays. Blank represents routine payroll.

CHECK NUMBER - Display only. The check number you specified at the Deduction Selection screen displays.

CHECK DATE - Display only. The check date you entered on the Deduction

Selection screen displays.

BANK CODE - Display only. The bank account code you entered on the Federal and State Taxes screen.

ACTION BUTTON - Optional, and available in Change mode only. To delete a deduction, select the record and press Delete (“D”).

DED NO. (Deduction Number) -Optional. Maximum 3 digits. To withhold a deduction, type the deduction number. The system validates the number against the Deduction Master file.

DEDUCTION AMOUNT - Optional. Maximum 9 digits, 2 decimals. Type the amount withheld for the deduction.

Function Key Descriptions

F3 Return to the Deduction Selection screen without updating the record.

F4 Display the Window List for the field the cursor is in.

F12 Return to the previous screen.

Enter Save the information and access the next screen or return to the menu.

Roll In Change mode, update displayed records and display additional records not shown.

Payroll Prepay Entry, 401K Deductions Screen

The system displays this screen when you select 401K Deductions at the Deduction Selection screen and press Enter after the Federal and State Taxes screen.

Use this screen to maintain the amount withheld for 401K or 125S deductions.

MCP938 PAYROLL PREPAY ENTRY CHG

Help

401(k) Deductions

Employee number 00030 MONTERO ABEL A
 Check type Check number 1400 Check date 0/00/00 Bank code WF

Delete

Ded No.	Deduction Amount
401	40.00

Enter=OK F3=Exit F4=List F12=Cancel

CC02 RECORDS HAVE BEEN EXHAUSTED FOR THIS FILE

Field Descriptions

EMPLOYEE NUMBER - Display only. The employee number from the Deduction Selection screen displays. The system displays the last name, first name, and middle initial from the Labor Master file next to the number.

CHECK TYPE - Display only. The check type you specified at the Deduction Selection screen displays. Blank represents routine payroll.

CHECK NUMBER - Display only. The check number you specified at the Deduction Selection screen displays.

CHECK DATE - Display only. The check date you entered on the Deduction Selection screen displays.

BANK CODE - Display only. The bank account code you entered on the Federal and State Taxes screen.

ACTION BUTTON - Optional, and available in Change mode only. To delete a deduction, select the record and press Delete ("D").

DED NO. (Deduction Number) -Optional. Maximum 3 digits. To withhold a deduction, type the deduction number. The system validates the deduction and employee code combination against the 401K Deductions Master file.

DEDUCTION AMOUNT - Optional. Maximum 9 digits, 2 decimals. Type the amount withheld for the deduction.

Function Key Descriptions

- F3** Return to the Deduction Selection screen without updating the record.
- F4** Display the Window List for the field the cursor is in.
- F12** Return to the previous screen.
- Enter** Save the information and return to the Deduction Selection screen.
- Roll** In Change mode, update displayed records and display additional records not shown.

Prepay Edit Register (MCP300)

Access

Menu 265, Option 2

Purpose

Use the Prepay Edit Register (MCP300) to review the prepay transactions you have entered. This edit report shows the gross amount, net amount, and itemized deductions you enter through manual prepay entry or through the Prepay Generator, and the gross amount, total deductions, and net amount that the system calculates.

The report prints an error message if the amounts you enter and the amounts the system calculates are not equal. You must correct the error before performing check generation or the system will delete the prepay record.

Print Procedure

Step 1: At the P/R Prepay Processing Menu (265), choose Option 2, Prepay Register. The system displays the standard report request screen with the title "Prepay Register."

Step 2: Optionally change the report date.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Contents

The information on this report comes from the following files:

Prepays - Federal And Base (CAPPAY)	Prepays - County (CFPPAY)
Prepays - State (CBPPAY)	Labor Master (AGLBMS)
Prepays - City (CCPPAY)	Payroll Date Schedule Master File (J5DATE)
Prepays - Deductions (CDPPAY)	Prepays - 401K Deductions (CJPPAY)
Prepays - Unions (CEPPAY)	

The report sorts by employee number.

A sample report follows this description.

Column Headings - The column headings described below include only those at the top of the report. For descriptions of the columns within each employee record, see below.

TAXABLE GROSS - The taxable gross amount entered for each state, county and city code displays.

NON-TAXABLE GROSS - The non-taxable gross amount entered for each state displays.

SICK GROSS - The amount for sick hours entered for each state, county and city displays.

TOTAL GROSS - The total of taxable and non-taxable gross amounts entered for each state displays.

SDI -The amount deducted for State Disability Insurance in each state displays.

SUI -The amount deducted for State Unemployment Insurance in each state displays

S.I.T. - The amount deducted for State Income Tax in each state displays.

COUNTY TAX - The amount deducted for county income tax in each county displays.

CITY TAX -The amount deducted for city income tax in each city displays.

UNION DED - The amount withheld for each union deduction displays.

MISC. DED -The total amount withheld for each deduction displays.

F.I.T. - The amount deducted for Federal Income Tax displays.

FICA(OASDI) - The amount deducted for social security displays.

FICA(HI) - The amount deducted for the medical portion of social security displays.

TOTAL DEDUCTION - The total amount deducted for each row displays.

Row Headings

FEDERAL - The amount withheld for federal deductions displays beneath each applicable column heading.

NET - The net amount for the prepay displays. The amount is entered by the user for manual prepays or it is calculated by the system for prepay generator.

STATE - The amount withheld for each state displays beneath each applicable column heading.

CTY (Code) - The amount withheld for each city displays beneath each applicable column heading.

CNY (Code) - The amount withheld for each county displays beneath each applicable column heading.

UNION (Code/Sub-code) - The amount withheld for each union displays beneath each applicable column heading.

VACATION IN - The portion of the total gross paid for vacation in displays.

VACATION OUT - The amount withheld for vacation out displays.

DUES - The amount withheld for union dues displays.

INITIATION - The amount withheld for union initiation displays.

MISC. (Miscellaneous Union Deductions) - The amount withheld for miscellaneous union deductions displays.

DEDUCT (Number) - The amount withheld for each miscellaneous deduction displays beneath the miscellaneous deductions heading.

401-K (Number) - The amount withheld for each 401K/125S deduction displays beneath the miscellaneous deductions heading.

TOTAL GROSS - The system-calculated total gross amount for the employee displays. If this is a manual prepay record, the system uses the taxable and non-taxable gross entered for each state to calculate the total gross.

TOTAL DEDUCTIONS - The system-calculated total deduction amount for the employee.

NET - The system-calculated net amount for the employee displays. The system calculates this net as total gross less total deductions.

If this net does not equal the net above, the prepay will be deleted during check generation.

Column Headings - The following column headings display within each employee record.

EMPLOYEE NUMBER - The code for each employee with a prepay displays.

CHECK NUMBER - The check number for the prepay displays.

CHECK TYPE - The check type code used on the prepay displays.

CHECK DATE - The date for the prepay displays.

PAYROLL MO/YR - The payroll month and year from the open payroll period in which the prepay is created displays.

BANK CODE - The bank code that identifies the bank account with which the check was written displays.

WEEK ENDING - The week ending date for the pay period in which the prepay was entered displays.

FIRST NAME - The employee's first name displays.

LAST NAME - The employee's last name displays.

MIDDLE INITIAL - The employee's middle initial displays.

SOCIAL SECURITY# - The employee's social security number displays.

Total Lines

GRAND TOTAL STATE - The total of all state gross amounts for the report.

GRAND TOTAL CITY - The total of all city gross amounts for the report.

GRAND TOTAL COUNT - The total of all county gross amounts for the report.

GRAND TOTAL GROSS -The total state, city, and county gross amounts for the report.

GRAND TOTAL DEDUCTIONS -The total of all deductions for the report.

GRAND TOTAL NET - The total of all system-calculated net amounts for the report.

Message Lines

GROSS LESS DEDUCTIONS NOT EQUAL TO NET - If the employee's total gross less total deductions does not equal the net amount in the upper "NET" field, this message displays.

To make corrections, use Enter and Correct for both manual and system generated prepay. For more information, see "Manual Prepay Entry" in this chapter.

FICA(OASDI) OVER LIMIT - The amount of FICA(OASDI) withheld takes the employee over the limit in the federal tax table.

FICA(HI) OVER LIMIT - The amount of FICA(HI) withheld takes the employee over the limit in the federal tax table.

SDI OVER LIMIT - The amount of SDI withheld takes the employee over the limits in the state tax table.

SUI OVER LIMIT - The amount of SUI withheld takes the employee over the limit in the state tax table.

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P R E P A Y ** EDIT ** R E G I S T E R

WEEK ENDING 5/07/99

PAGE 2

##### NON-TAXABLE #####															TOTAL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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TOTAL DEDUCTION

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P R E P A Y ** EDIT ** R E G I S T E R

GRAND TOTAL STATE: 4232.60
GRAND TOTAL CITY: 532.60
GRAND TOTAL COUNT: 532.60

GRAND TOTAL GROSS: 4232.60

GRAND TOTAL DEDUCTIONS: 2609.28

GRAND TOTAL NET: 1623.32

About Prepay Reconciliation

To ensure that gross prepay amounts do not surpass weekly gross amounts, use the Prepay Reconciliation Edit report.

The Prepay Reconciliation Edit is only accurate if you have already run weekly gross for the payroll cycle. If you make corrections to prepay or regular time records, re-run the weekly gross and then the Prepay Reconciliation Edit to be sure the corrections are accurate.

The messages below will cause the results specified and may require the following corrections:

Condition		
Message	Results with message	Correction
<i>If a negative variance appears on the edit:</i>		
Prepay greater than gross	Prepay deleted at check generation. Check generated for regular time entry only.	Correct regular gross or prepay gross for the specified line item so that total regular gross is equal to or greater than the total prepay gross.
No fed. earnings record found	Prepay deleted at check generation. No check generated.	Add a matching time entry record for the employee.
Prepay XXXXXX is not equal to gross less deductions	Prepay deleted at check generation.	Correct the prepay amounts so that total gross less deductions is equal to the net paid amount.
<i>If a positive variance appears on the edit:</i>		
Prepay XXXXXX is not equal to gross less deductions	Prepay deleted at check generation.	Correct the prepay amounts so that total gross less deductions is equal to the net paid amount.
(No message)	Check generated for regular gross less prepay gross.	No correction necessary.
<i>If no variance appears on the edit:</i>		
Prepays are in balance	No check generated at regular check generation.	No correction necessary.

Note: If you have a prepay and a matching time entry, and the variance is a penny or more off, the following situation may apply:

When processing the Weekly Gross, the system calculates time entry taxable gross and vacation-in amounts on a line by line basis and rounds line by line. It then adds each line's taxable gross amount for the total gross by check type.

If a wage rate is more than two decimal places and you enter a prepay for the total hours, not line by line, you may be a penny or more off. To adjust the time entry record, use Direct Time Card Corrections. Change the rate for one line to compensate for rounding so that the total gross amount on the Weekly Gross Register will match the prepay gross amount on the Prepay Register. Otherwise, your Prepay Reconciliation may be off and the system will delete the prepay and cut a check for the full amount.

Prepay Reconciliation Edit (MCP241)

Access

Menu 265, Option 3

Purpose

Use the Prepay Reconciliation Edit (MCP241) to review variances between time entry and prepay records.

The Prepay Reconciliation Edit report must be run after time entry update and weekly gross processing to ensure accuracy.

For more information on correcting out of balance reconciliation conditions, see “About Prepay Reconciliation” in this chapter.

- ♦ If the Prepay Reconciliation Edit displays transactions with a negative variance amount and the warning message “Prepay Greater Than Gross,” the system deletes the prepay record during check generation.

Correct the variance before running the check generation process, the total gross on the employee’s regular time entry record must be greater than the total prepay gross amount.

- ♦ If the edit displays transactions with a zero earnings amount, but a prepay amount, there is a prepay record with no matching Time Entry record, the system deletes the prepay during check generation.

Add a matching Time Entry record and run the Weekly Gross and Prepay Reconciliation Edit reports again.

- ♦ If the edit displays transactions with a positive variance amount, the system processes the prepay at check generation. An additional check is calculated for the gross amount above the prepay gross amount.
- ♦ If there are no variances between the Prepay and Time Entry amounts, the report prints the message “Prepays Are In Balance.” No additional check will be processed during check generation.

Print Procedure

Step 1: At the P/R Prepay Processing Menu (107) choose Option 3, Reconciliation Report. The system displays the standard report request screen with the title “Prepay Reconciliation Report.”

Step 2: Optionally change the report date.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Contents

The information in this report comes from:

Prepays - Federal And Base (CAPPAY)	Prepays - State (CBPPAY)
Prepays - City (CCPPAY)	State Earnings (BBERGS)
Earnings - City (BCERGS)	Prepays - Deductions (CDPPAY)
Prepays - 401K Deductions (CJPPAY)	Prepays - Unions (CEPPAY)
Earnings - Unions (BEERGS)	Prepays - County (CFPPAY)
Earnings - County (BFERGS)	Labor Master (AGLBMS)

The report prints a record for each employee for whom there is a variance between time entry and prepay records. The records are sorted by employee number.

A sample report follows this description.

Column Headings

EMP NUMBER - All employee numbers for employees with variances between prepay and time entry amounts display.

FIRST NAME - The employee's first name displays.

LAST NAME - The employee's last name displays.

MIDDLE INITIAL - The employee's middle initial displays.

SOCIAL SECURITY# - The employee's social security number displays.

DESCRIPTION - The system displays a description for entries which contain variances.

EARNINGS - The total gross earnings from Time Entry for each record listed under "description" displays.

PREPAY - The total gross prepay amount for each record under "description" displays.

VARIANCE - The difference between "Earnings" and "Prepay" amounts.

If the amount is positive, the system can process both time entry and prepay amounts.

If the variance is a negative amount, the prepay is greater than the time entry amount and the prepay will be deleted during check generation.

Row Headings

CHECK TYPE - The check types used on the entries display.

Message Lines - For information on correcting the conditions of a displayed message, see “About Prepay Reconciliation” in this chapter.

PREPAY GREATER THAN GROSS - The prepay amount is greater than the gross amount in the matching time entry records. The system will not process the prepay record during check generation.

--NO FED. EARNINGS RECORD-- -There is no gross amount in a time entry record for the employee.

PREPAY XXXXXX IS NOT EQUAL TO GROSS LESS DEDUCTIONS - The employee’s total prepay gross less total deductions does not equal the net amount on the prepay.

PREPAYS ARE IN BALANCE - Time entry records equal prepay records. No corrections are needed.

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PREPAY RECONCILIATION EDIT

PAGE 1

#####

EMP FIRST LAST MIDDLE SOCIAL
NUMBER NAME INITIAL SECURITY#

00006 MARCUS RODRIGUES I 571-43-9844

CHECK TYPE:

DESCRIPTION EARNINGS PREPAY VARIANCE

STATE 06 TAXABLE 1135.20 500.00 635.20

#####

EMP FIRST LAST MIDDLE SOCIAL
NUMBER NAME INITIAL SECURITY#

00030 ABEL MONTERO A 751-98-4571

CHECK TYPE:

DESCRIPTION EARNINGS PREPAY VARIANCE

STATE 06 TAXABLE .00 500.00 500.00- PREPAY GREATER THAN GROSS

#####

EMP FIRST LAST MIDDLE SOCIAL
NUMBER NAME INITIAL SECURITY#

00032 LOREN PEITRA T 459-32-8760

CHECK TYPE:

DESCRIPTION EARNINGS PREPAY VARIANCE

STATE 06 TAXABLE 2450.00 1300.00 1150.00

TOTAL VARIANCE

STATE	STATE	STATE	CITY	CITY	CITY	COUNTY	COUNTY	COUNTY	UNION	UNION	UNION	UNION	UNION
SICK PAY	TXBL GRS	NTXBL GRS	SICK PAY	TXBL GRS	TXBL GRS	SICK PAY	TXBL GRS	TXBL GRS	VAC IN	VAC OUT	DUES	INIT.	MISC.

1285.20

Prepay Generator

Access

Menu 265, Option 4

Description

Use this option to allow the system to calculate the prepay check deductions. After typing the information as you would in regular time entry, the system generates the deduction and net amounts as it would during regular check generation. The system uses the tax tables, deduction tables and master files to calculate the appropriate withholding and deductions.

Prepay generator will allow you to generate checks for the current pay period or for future pay period end dates. If you use future dates, the system stores the information until that pay period becomes current then automatically applies the prepay.

To post a prepay to a prior pay period, use the applicable check type code to specify the prior period.

Note: Be sure the prior period month has not been closed.

You can use the Prepay Generator in any of the following ways:

- ♦ To calculate prepay deductions and withholding and not save the information once you copy it.
- ♦ To save the information as a prepay entry only. You will have to create a separate matching time record through regular time entry.
- ♦ To save the information as both a prepay entry and matching time entry record.
- ♦ To save the information for the prepay and matching time entry and print a prepay check for the prepay.

The system treats the matching time entry record as an updated batch. To access the time entry record, use Direct Time Card Corrections.

Prepay Generator also sets scheduling locks so that you are not allowed to perform specific tasks until you complete others. For information about which locks are set and how to remove them, see the Chapter 4 overview in this chapter.

You cannot save a prepay generator record for the current pay cycle after you have run the check generation process unless you perform recycle/recovery.

Note: If you already have time entry batches for an employee in a pay period, be careful not to duplicate records.

If you have already updated regular time for an employee, the Prepay Generator includes information with the same check type and pay period on the prepay.

- ♦ If you want to use an existing time entry record for the prepay, in change mode,

type the batch and index number for the original time record and press Enter. The system displays the hours and updated information on the Prepay Generator, Time Maintenance screen.

- ◆ If you do not know the batch and index number of the original time record, to calculate only the regular time for the prepay, create a prepay record with “0” hours. The system will calculate deductions for the hours on the regular time entry record.
- ◆ To calculate the regular updated time *AND* additional prepay time, create a prepay record with the additional time information. The system will calculate gross, net, and deduction amounts that include the regular and prepay hours.

Procedure

- Step 1:** At the P/R Prepay Processing Menu (265) choose Option 4, Prepay Generator. The system displays the Prepay Generator, Pay Period Selection screen.
- Step 2:** At the Prepay Generator, Pay Period Selection screen, specify a pay period ending date and press Enter. The system displays the Prepay Generator, Employee Selection screen.
- Step 3:** At the Prepay Generator, Employee Selection screen, type the information according to the Field Descriptions and press Enter. The system displays the Prepay Generator, Time Maintenance screen.
- Step 4:** At the Prepay Generator, Time Maintenance screen, type the information according to the Field Descriptions and press Enter.

To add a prepay record, in Add mode, type the information according to the Field Descriptions and press Enter. The system fills the fields using the regular default scheme and edits the information.

To change an existing record, in Change mode, type the batch and index number and press Enter.

For more information on the default schemes, see the Appendix.

To cancel the prepay and select a new employee, press F15. The system returns to the Prepay Generator, Employee Selection screen.

To cancel the prepay time, press F3. Press F3 again to confirm the cancellation.

To return to the Prepay Generator, Employee Selection screen, press F12.

- Step 5:** After editing the information at the Time Maintenance screen, you can save the prepay, select a new employee for the pay period, or calculate the prepay entered in this period.

To save the prepay information after passing edits, press Enter.

To select a new employee, press F15. The system returns to the Prepay Generator, Employee Selection screen.

To calculate the prepay information that has passed edits, press F5. The system displays the Prepay Generator, Calculation Results screen.

Step 6: At the Prepay Generator, Calculation Results screen, view the prepay calculations. You can also select available detail screens and save the prepay, cancel the prepay, or print the prepay check.

Note: To access a detail screen, information for the specified screen must have been created during the prepay calculation.

To view state detail, press F13.

To view city detail, press F14.

To view miscellaneous and 401(k)/125(s) deduction detail, press F15.

To view union detail, press F16.

To view county detail, press F17.

To cancel the prepay information, press F18.

To save a prepay entry only, press F19. The system displays the Check Number and Date screen.

To save both a prepay entry and a matching time entry, press F20. The system displays the Prepay Generator, Check Number and Date screen.

To save the prepay entry and the matching time entry and also print the prepay check, press F21. This option will only be available if you have not already printed prepay checks during this pay period or if you have already run Prepay Completion.

Step 8: At the Prepay Generator, Check Number and Date screen, indicate the check number used for the prepay check, the date it was written and press Enter.

If you have a number of employee records, the system displays the next record. If there are no more records, the system returns the P/R Prepay Processing Menu.

Prepay Generator, Pay Period Selection Screen

The system displays this screen when you select Prepay Generator at the P/R Prepay Processing Menu.

Use this screen to select the pay period week-ending date for which you are generating prepays.

The screenshot shows a window titled 'MCP937 PREPAY GENERATOR'. Inside the window, there is a 'Help' button in the top left corner. The main title 'Pay Period Selection' is centered at the top. Below it, a message states: 'All time entered during this session will be for the pay period below'. There is a text input field labeled 'Pay period date'. At the bottom of the window, there are four buttons: 'Enter=OK' (with a green checkmark icon), 'F3=Exit' (with a red X icon), 'F4=List' (with three blue dots icon), and 'F12=Cancel' (with a red circle and slash icon). To the right of these buttons is a scroll bar with left and right arrow buttons.

Field Descriptions

PAY PERIOD DATE - Required. Maximum 6 digits. Type the pay period ending date to use for the prepay records. The system validates the date against the Date Schedule file.

Function Key Descriptions

- F3** Return to the menu.
- F4** Access the Window List of available pay period ending dates.
- F12** Return to the menu.
- Enter** Access the Employee Selection Screen with the selected date.

Prepay Generator, Employee Selection Screen

The system displays this screen when you select a valid date and press Enter at the Prepay Generator, Pay Period Selection screen.

Use this screen to specify the employee and check type for which you are generating a prepay.

Field Descriptions

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type a valid employee number to identify the employee for whom you are entering prepay information.

CHECK TYPE - Optional. Maximum 1 character. To post payroll information to a previous pay period (1-5), type the check type code. A blank check type posts to the current pay period.

For check types that post to previous periods, the payroll month you want to post to must still be open.

Note: If you want deductions taken from a specific check type, a deduction record must exist in the Deduction Master with the appropriate check type.

Function Key Descriptions

F3 Cancel the prepay and return to the menu. Press F3 again to confirm cancellation.

- F4** Display the Window List for the field the cursor is in.
- F12** Begin cancellation of the prepay. Press F3 to confirm cancellation.
- Enter** Access the Time Maintenance screen.

Prepay Generator, Time Maintenance Screen

The system displays this screen when you select an employee and press Enter at the Prepay Generator, Employee Selection screen.

Use this screen to enter a prepay time record for the specified employee. Many of the fields on this screen can be left blank and the system will use default schemes to find the correct information. For more information, see the Appendix.

The screenshot shows the 'Time Maintenance' screen within the 'MCP936 PREPAY GENERATOR CHG' application. The interface includes a title bar with standard window controls. Below the title bar, there are fields for 'Batch' and 'Index', and a 'W/E date' field set to '5/21/99'. The 'Employee' field displays '00012 JACK F RONSTON'. The main area contains numerous input fields for time and cost data, including 'Job worked', 'Ct Tk Sbt', 'Wage 1 hours', 'Wage 1 rate', 'Pay code', 'Amount', 'Check type', 'Entitlement', 'Sick', 'Union', 'Insurance st/class/ref', 'Certified P/R exempt', 'S.U.I. state', 'Tax-State', 'County', 'City', 'Equip worked', 'Hours', 'Rate code', 'Cost type', 'Equip maintd', 'Item', 'Phase', 'Date', 'Crew', and 'Prj mgr'. At the bottom of the screen, there is a row of six buttons: 'Enter=OK' (with a green checkmark), 'F3=Exit' (with a red X), 'F4=List' (with three dots), 'F9=Add' (with a plus sign), 'F10=Change' (with a wavy line), and 'F12=Cancel' (with a red circle and slash). Navigation arrows are located at the bottom right.

Field Descriptions

BATCH - Optional, but displayed only in Change mode. All Prepays that have been saved exist in batch number "000."

You can select from existing prepay records, or if an employee already has an updated time record, you can use the batch and index number of the regular time record.

INDEX - Optional, but displayed only in Change mode. Maximum 5 digits. To display a specific record, type the index number. The system assigns index numbers sequentially to prepay records, starting with "1" for each record created in the pay period. When you run Payroll Completion, the system clears the index field and begins numbering again from "1."

Note: Once you save the time card for a prepay generated record, you can use Direct Time Card Corrections to make changes.

W/E DATE - Display only. The pay period ending date you selected at the Pay Period Selection screen displays.

EMPLOYEE - Display only. The employee number you entered at the previous screen and the first name, last name, and middle initial from the Labor Master displays.

JOB WORKED - Required, unless the employee has a recharge code on the Labor Master. Maximum 6 digits. To specify the job, type the job number. The system validates the job against the Job Master file.

(Cost Code) - Optional. Variable length digits. To specify the cost code, type a valid cost code. The system verifies that the job/cost code is a valid combination.

CT (Cost Type) - Optional. Maximum 2 digits. To specify the cost type, type the cost type to charge the employee's time. The system validates the cost type against the Cost Type master file.

JOB LOCATION - Optional. Maximum 6 digits. To specify the job location, type the job number to identify the location. The system uses the job location for the Certified Payroll report.

The system validates the job against the Job Master file.

JOB STATE - Required. Defaults from the Labor Master. Maximum 2 digits. To specify the job state, type a state code. The system validates the code against the State Master file.

WAGE 1 HOURS (Wage Rate 1 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the straight time hours on the record, type the hours.

2 (Wage Rate 2 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the wage rate 2 hours on the record, type the hours.

3 (Wage Rate 3 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the wage rate 3 hours on the record, type the hours.

4 (Wage Rate 4 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the wage rate 4 hours on the record, type the hours.

5 (Wage Rate 5 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the wage rate 5 hours on the record, type the hours.

WAGE 1 RATE - Optional. Maximum 3 digits, 4 decimals. To specify the rate for calculating straight time hours, type the rate.

2 (Wage 2 Rate) - Optional. To specify the rate for calculating wage rate 2 hours, type the rate.

3 (Wage 3 Rate) - Optional. To specify the rate for calculating wage rate 3 hours, type the rate.

4 (Wage 4 Rate) - Optional. To specify the rate for calculating wage rate 4 hours, type the rate.

5 (Wage 5 Rate) - Optional. To specify the rate for calculating wage rate 5 hours, type the rate.

PAY CODE - Optional. Maximum 3 digits. To specify the pay code for the time record, type the code. The system validates the code against the Pay Code Table.

AMOUNT - Optional. Maximum 9 digits, 2 decimals. To specify the lump sum the employee receives, type the amount.

CHECK TYPE - Display only. The check type you entered at the previous screen displays.

ENTITLEMENT - Optional. Maximum 1 character. To specify the entitlement code for the time record, type the entitlement code. The system validates the code against the Entitlement Code file.

For more information, see “About Entitlements” in Chapter 3.

SICK - Optional. Maximum 1 character. To specify that this prepay record is for a sick time entitlement, type a “Y.” The system recognizes the calculated amount as sick gross, and excludes the amount in calculating employer SDI for those states where this exemption is set up in the tax tables.

WORK ORDER - Optional. Maximum 7 digits. To specify the work order associated with the time record, type the number. The system validates the number against the Work Order Master file.

OCCUPATION - Optional. Maximum 7 characters. To specify an occupation code for the time record, type the code. The system validates the information against the Occupation Code Master file.

UNION (Union/ Sub-union) - Optional. Maximum 4 digits union, 1 character sub-union. To specify a union for the time record, type the union/sub-union code. The system validates the code against the Union Master file.

INSURANCE ST CLASS/REF (Insurance State, Insurance Class, and Reference) - Required. Defaults from the Labor Master. Maximum 2 digit state, 4 digit class, and 2 digit reference. To specify state, class, and reference number of the Workers' compensation insurance for the time entry record, type the state class or reference code. The system validates state, class and reference combination against the Insurance Table.

FOREMAN - Optional. Maximum 5 characters. To specify a foreman associated with the employee on the time record, type the employee code for the foreman.

E.E.O. (Equal Employment Opportunity Code) - Optional. Maximum 1 character. To specify an ethnic code associated with the employee, type the code. The system validates the code against the EEO Code table.

CERTIFIED P/R EXEMPT - Optional. Maximum 1 character. To specify that the information on this time record is exempt from certified payroll, type a “Y.”

A “Y” will indicate that the information from this time record will not be included on the Certified Payroll report even if the job worked is specified as a certified payroll job.

S.U.I. STATE - Required. Defaults from the Labor Master. Maximum 2 digits. To specify the state for which State Unemployment Insurance will be calculated, type the state code. The system validates the code against the State Master file.

TAX - STATE - - Required. Defaults from the Labor Master. Maximum 2 digits. To specify the state for which state income tax will be calculated, type the state code. The system validates the code against the State Master file.

COUNTY - Optional. Maximum 3 digits. To specify the county for which county income tax will be calculated, type the county code. The system validates the code against the County Master file.

CITY - Optional. Maximum 4 digits. To specify the city for which city income tax will be calculated, type the city code. The system validates the code against the City Master file.

Note: If Equipment Cost is installed, use the following fields to record equipment worked and equipment maintained.

EQUIP WORKED - Optional. Maximum 8 digits. To specify the equipment used for this record, type the equipment code. The system validates the code against the Equipment Master File.

HOURS - Optional. Maximum 5 digits, 2 decimals. To specify the number of hours the equipment was used, type the hours.

RATE CODE (Equipment Rate Code) - Optional. Maximum 1 digit. To specify a rate code for the revenue calculation on the equipment used, type the code. The system validates the rate code/ job/ equipment code combination against the Rate Code Table.

COST TYPE (Equipment Cost Type) - Optional. Maximum 2 digits. To specify the cost type to charge the equipment costs for the equipment maintained, type the cost type. The system validates the number against the Cost Type file.

EQUIP MAINTD (Equipment maintained) - Optional. Maximum 8 digits. To specify the equipment that was maintained for this time record, type the equipment code. The system validates the code against the Equipment Master file.

ITEM - Optional. Maximum 5 digits. To specify the cost label for the equipment maintained, type the item number. The system validates the item/phase combination against the Equipment Maintenance Label file.

PHASE - Optional. Maximum 3 digits. To specify the cost label for the equipment maintained, type the phase number. The system validates the item/phase combination against the Equipment Maintenance Label file.

DATE - Optional. Maximum 6 digits. To specify the date for the time record, type the date. If you leave blank, the system uses the pay period ending date for the record.

CREW - Optional. Maximum 3 digits. To specify the crew associated with the time record, type the crew number. The system validates the code against the Crew Master file.

PRJ. MGR (Project Manager) - Optional. Maximum 5 characters. To specify a project manager associated with the time record, type the user-defined code. This field is information only.

Function Key Descriptions

F3 Cancel the prepay and return to the menu. Press F3 again to confirm cancellation.

- F4** Display the Window List for the field the cursor is in.
- F5** Submit all records entered in this session for calculation.
- F9** Access Add mode.
- F10** Access Change mode.
- F12** Return to the previous screen.
- F15** Return to the previous screen to enter another employee/check type.
- Enter** Edit the information. If it is correct, press Enter again to temporarily save the information before calculating.
- Roll** Display additional records not shown.

Prepay Generator, Calculation Results Screen

The system displays this screen when you type and edit prepay records and then press F5 to calculate at the Prepay Generator, Time Maintenance screen.

Use this screen to view the prepay calculations; to access additional detail screens; and to save, cancel, or print prepays. All fields on this screen are display only.

Calculation Results			
Employee number	00013	AMY	LOSHINI
Social Security	543-35-2987		
Check type	2		
Total Hours	5.00	141.90	Gross
		.00	Non-taxable
		5.85	F.I.T
		8.80	F.I.C.A. (OASDI)
		2.06	F.I.C.A. (HI)
		.91	State taxes
		7.10	S.D.I
		7.66	S.U.I
		1.42	City taxes
		7.10	County taxes
		16.90	Union ded
		.00	Misc. and 401(k) ded
		84.10	Net pay

Enter=OK

Field Descriptions

EMPLOYEE NUMBER - The employee code for the prepay and the last name, first name, and middle initial from the Labor Master file displays.

CHECK TYPE - The check type you entered on the Employee Selection screen displays.

SOCIAL SECURITY - The employee's social security number from the Labor Master file displays.

Note: The amounts on this screen display calculations that combine both prepay hours and hours already updated using regular Time Entry.

TOTAL HOURS - The total number of hours entered for the employee for the pay period and check type displays.

GROSS - The total taxable gross displays. The displayed amount combines hourly wage calculations, taxable lump sum, and vacation in.

NON-TAXABLE - The total non-taxable amount displays.

F.I.T. (Federal Income Tax) - The calculated amount to be withheld for federal income taxes displays.

F.I.C.A. (OASDI) (Social Security) - The calculated amount to be withheld for social security displays.

F.I.C.A.(HI) (Health Insurance) - The calculated amount to be withheld for medicare displays.

STATE TAXES - The calculated amount to be withheld for state taxes displays. This amount may combine taxes owed to more than one state.

S.D.I. - The calculated amount to be withheld for state disability insurance displays.

S.U.I. - The calculated amount to be withheld for state unemployment insurance displays. This amount may combine withholding for more than one state.

CITY TAXES - The calculated amount to be withheld for city taxes displays.

COUNTY TAXES - The calculated amount to be withheld for county taxes displays.

UNION DEDS - The calculated amount to be withheld for union deductions displays. This amount may combine deductions for more than one union.

MISC. AND 401(k) DEDS - The calculated amount to be withheld for miscellaneous, 401(k), and 125(s) deductions displays.

NET PAY - The net pay amount calculated by adding gross and non-taxable amounts and subtracting withholding and deductions displays.

Function Key Descriptions

F13 Access the Prepay Generator, State Taxes screen.

F14 Access the Prepay Generator, City Taxes screen.

F15 Access the Prepay Generator, Misc./401(k) Deduction screen.

F16 Access the Prepay Generator, Union Deduction screen.

F17 Access the Prepay Generator, County Taxes screen.

F18 Cancel the prepay. The system displays the next record. If there are no more records, the system returns to the menu.

F19 Save only the prepay record. You must enter matching time entry information or the system ignores deletes the prepay at check generation. The system displays the Prepay Generator, Check Number and Date screen.

F20 Save the prepay record and a matching Time Entry record. The system displays the Prepay Generator, Check Number and Date screen.

F21 Save both the prepay and the matching Time Entry record and print the prepay check. To print the prepay check, see "Prepay Check Generation" in this chapter. This option will only be available if you have not already printed checks for prepaids during this pay period or if you have already run Prepay Completion.

Prepay Generator, State Taxes Screen

The system displays this screen when you have state deductions calculated for the prepay and you press F13 at any Prepay Generator screen.

Use this screen to view the details of state calculations for the prepay. All fields on this screen are display only.

Name	Gross	Withholding	S.D.I.	S.U.I.
CALIFORNIA	612.65	.00	30.63	33.08

Field Descriptions

EMPLOYEE NUMBER - The employee code displays next to the employee's last name, first name and middle initial from the Labor Master.

CHECK TYPE - The check type used on the prepay displays.

SOCIAL SECURITY - The employee's social security number displays from the Labor Master.

TOTAL WITHHOLDING - The total state deductions withheld for the prepay displays. The amount combines withholding for all states.

(Total) SDI - The total state disability insurance withheld for the prepay displays. The amount combines withholding for all states.

(Total) SUI - The total state unemployment insurance withheld for the prepay displays. The amount combines withholding for all states.

NAME - The system displays the name of each state for which taxes were calculated.

GROSS - The gross amount earned in the state displays.

WITHHOLDING - The amount of tax withheld for the state displays.

SDI - The state disability insurance calculated for the state displays.

SUI - The state unemployment insurance calculated for the state displays

Function Key Descriptions

F12 Return to the Prepay Generator, Calculation Results screen.

F14 Access the Prepay Generator, City Taxes screen.

F15 Access the Prepay Generator, Misc./401(k) Deduction screen.

F16 Access the Prepay Generator, Union Deduction screen.

F17 Access the Prepay Generator, County Taxes screen.

Enter Return to the Prepay Generator, Calculation Results screen.

Prepay Generator, City Taxes Screen

The system displays this screen when you have city taxes calculated for the prepay and you press F14 at any Prepay Generator screen.

Use this screen to view the details of city calculations for the prepay. All fields on this screen are display only.

City Taxes

Employee number 00026 MARTIN W LEWIS Check type
 Social Security 484-85-6283

Total Withholding 1.82

Name	Gross	Withholding
WALNUT CREEK	612.65	1.82

Enter=OK F12=Cancel

Field Descriptions

EMPLOYEE NUMBER - The employee code displays next to the employee's last name, first name and middle initial from the Labor Master.

CHECK TYPE - The check type used on the prepay displays.

SOCIAL SECURITY - The employee's social security number displays from the Labor Master.

TOTAL WITHHOLDING - The total city taxes withheld for the prepay displays. The amount combines withholding for all cities.

NAME - The system displays the name of each city for which taxes were calculated.

GROSS - The gross amount earned in the city displays.

WITHHOLDING - The amount of tax withheld for the city displays.

Function Key Descriptions

F12 Return to the Prepay Generator, Calculation Results screen.

- F13** Access the Prepay Generator, State Taxes screen.
- F15** Access the Prepay Generator, Misc./401(k) Deduction screen.
- F16** Access the Prepay Generator, Union Deduction screen.
- F17** Access the Prepay Generator, County Taxes screen.
- Enter** Return to the Prepay Generator, Calculation Results screen.

Prepay Generator, Misc./401(k) Deduction Screen

The system displays this screen when you have deductions calculated for the prepay and you press F15 at any Prepay Generator screen.

Use this screen to view the details of miscellaneous and 401(k)/125(s) deductions for the prepay.

MCP935 PREPAY GENERATOR

Options Help

Misc./401(k) Deductions

Employee number 00013 AMY LOSHINI Check type 2
 Social Security 543-35-2987

Total Deductions 100.00

Description	Amount
401(k) Plan	50.00
Christmas Club	50.00

Enter=OK F12=Cancel

< >

Field Descriptions

EMPLOYEE NUMBER - The employee code displays next to the employee's last name, first name and middle initial from the Labor Master.

CHECK TYPE - The check type used on the prepay displays.

SOCIAL SECURITY - The employee's social security number displays from the Labor Master.

TOTAL DEDUCTIONS - The total deductions withheld for the prepay displays. The amount combines all deductions taken.

DESCRIPTION - The system displays the name of each deduction taken from the prepay.

AMOUNT - The amount withheld for the deduction displays

Function Key Descriptions

F12 Return to the Prepay Generator, Calculation Results screen.

F13 Access the Prepay Generator, State Taxes screen.

- F14** Access the Prepay Generator, City Taxes screen.
- F16** Access the Prepay Generator, Union Deduction screen.
- F17** Access the Prepay Generator, County Taxes screen.
- Enter** Return to the Prepay Generator, Calculation Results screen.

Prepay Generator, Union Deduction Screen

The system displays this screen when you have union deductions calculated for the prepay and you press F16 at any Prepay Generator screen.

Use this screen to view the details of union calculations for the prepay. All fields on this screen are display only.

Union Deductions

Employee number 00026 MARTIN W LEWIS Check type
 Social Security 484-85-6283

Total Vacation 45.15 Other Deductions .00

Name	Vacation	Dues	Init.	Misc.
IRON WORKERS	45.15	.00	.00	.00

Enter=OK F12=Cancel

Field Descriptions

EMPLOYEE NUMBER - The employee code displays next to the employee's last name, first name and middle initial from the Labor Master.

CHECK TYPE - The check type used on the prepay displays.

SOCIAL SECURITY - The employee's social security number displays from the Labor Master.

TOTAL VACATION - The total vacation amount deducted from the prepay displays.

OTHER DEDUCTIONS - The total amount deducted from the prepay for union deductions besides vacation.

NAME - The system displays the name of each union for which deductions were calculated.

VACATION - The amount withheld for the union's vacation displays.

DUES - The amount withheld for the union's dues displays.

INIT. - The amount withheld for the union's initiation displays.

MISC. - The amount withheld for the miscellaneous union deductions displays

Function Key Descriptions

- F12** Return to the Prepay Generator, Calculation Results screen.
- F13** Access the Prepay Generator, State Taxes screen.
- F14** Access the Prepay Generator, City Taxes screen.
- F15** Access the Prepay Generator, Misc./401(k) Deduction screen.
- F17** Access the Prepay Generator, County Taxes screen.
- Enter** Return to the Prepay Generator, Calculation Results screen.

Prepay Generator, County Taxes Screen

The system displays this screen when you have county taxes calculated for the prepay and you press F17 at any Prepay Generator screen.

Use this screen to view the details of county calculations for the prepay. All fields on this screen are display only.

MCP935 PREPAY GENERATOR

Options Help

County Taxes

Employee number 00026 MARTIN W LEWIS Check type
Social Security 484-85-6283

Total Withholding 9.12

Name	Gross	Withholding
CONTRA COSTA COUNTY	612.65	9.12

Enter=OK F12=Cancel

Field Descriptions

EMPLOYEE NUMBER - The employee code displays next to the employee's last name, first name and middle initial from the Labor Master.

CHECK TYPE - The check type used on the prepay displays.

SOCIAL SECURITY - The employee's social security number displays from the Labor Master.

TOTAL WITHHOLDING - The total county taxes withheld for the prepay displays. The amount combines withholding for all counties.

NAME - The system displays the name of each county for which taxes were calculated.

GROSS - The gross amount earned in the county displays.

WITHHOLDING - The amount of tax withheld for the county displays.

Function Key Descriptions

F12 Return to the Prepay Generator, Calculation Results screen.

- F13** Access the Prepay Generator, State Taxes screen.
- F14** Access the Prepay Generator, City Taxes screen.
- F15** Access the Prepay Generator, Misc./401(k) Deduction screen.
- F16** Access the Prepay Generator, Union Deduction screen.
- Enter** Return to the Prepay Generator, Calculation Results screen.

Prepay Generator, Check Number and Date Screen

The system displays this screen when you press F19 or F20 at the Prepay Generator, Calculation Results screen. Each prepay record must be saved separately.

Use this screen to enter the check number and date of the prepay check.

The screenshot shows a software window titled "MCP935 PREPAY GENERATOR". Inside, there's a section titled "Check Number and Date". It contains a box with employee details: "Employee number 00026 MARTIN W LEWIS" and "Social Security 484-85-6283". Below this, it shows "Net pay 391.30". A prompt says "Enter check number and date to save prepay check". There are two input fields: "Check number" (empty) and "Date" (3/23/99). At the bottom left are two buttons: "Enter=OK" with a green checkmark and "F12=Cancel" with a red X. At the bottom right are navigation arrows.

Field Descriptions

EMPLOYEE NUMBER - Display only. The employee code displays next to the employee's last name, first name and middle initial from the Labor Master.

CHECK TYPE - Display only. The check type used on the prepay displays.

SOCIAL SECURITY - Display only. The employee's social security number displays from the Labor Master.

NET PAY - Display only. The net amount from the Calculation Results screen displays.

CHECK NUMBER - Required. Maximum 7 digits. Type the number of the check with which this prepay was written.

DATE - Required. Defaults to the system date. Maximum 6 digits. Type the date on which the prepay check was written.

Function Key Descriptions

F12 Return to the Calculation Results screen without saving the prepay record.

Enter Save the prepay information with the check number and date entered.

Print Prepay Checks

Access

Menu 265, Option 11

Description

Use this option to print prepay checks created through the prepay generator. You can also reprint prepay checks using this option.

To clear the prepay check file, use Prepay Completion.

For more information about using the prepay generator to create a prepay, see “Prepay Generator” in this chapter.

Procedure

Step 1: At the P/R Prepay Processing Menu (265), choose Option 11, Print Prepay Checks. The system displays the Payroll Check Generation screen.

Step 2: At the Payroll Check Generation screen, type the information according to the Field Descriptions. Select (“X”) the bank for which you want to print checks.

To select more than one bank, hold Control and press Select (“X”) for the banks you want.

To submit the checks to print, press F6.

Step 3: To return to the menu without printing, press F12.

Payroll (Prepay) Check Generation Screen

The system displays this screen when you select Print Prepay Checks at the P/R Prepay Processing Menu.

Use this screen to submit prepay checks to print.

To submit the final check calculations and reports for all checks, and to print checks for selected bank accounts, enter the beginning check number and check date.

Click to select the bank account(s) that you wish to print (an X will appear in the last column) and press F6 to submit.

You must select at least one bank account for printing in order to submit the check generation process.

Bank	Account description	Forms	1=Not Printed 2=Printed	Beg.chk	Date	Scheduled [X]
WF	PAYROLL CHECKING	WELLS	2	1560	5/21/99	

Enter=OK F3=Exit F6=Submit F12=Cancel

Field Descriptions

BANK - Display only. The bank code for checks that are ready to be printed displays.

ACCOUNT DESCRIPTION - The description for the bank code displays from the Bank Master file.

FORMS - Display only. The type of form on which the checks are to be printed displays.

PRINTED/NOT PRINTED - Display only. If checks have not yet been printed, a "1" displays. If checks have already been printed, a "2" displays.

BEG. CHK - Required. Maximum 7 digits. To specify the check number for the first check to be printed, type the number.

If checks have already been printed, the beginning check number previously used displays.

DATE - Required. Maximum 6 digits. To specify the check date, type the date. The date must be within the current open payroll month.

If checks have already been printed, the date previously used displays.

SCHEDULED - Required. Maximum 1 character. To select a set of checks to print, select ("X") the bank you want.

To select multiple bank accounts, hold Control and press Select ("X") for each bank you want.

Function Key Descriptions

F3 Return to the menu without submitting the print.

F6 Submit the selected checks to print.

F12 Return to the menu without submitting the print.

Enter Edit the information.

Print Alternate Prepay Checks (MCP233)

Access

Menu 265, Option 11

Purpose

When you print prepay checks, the system generates the alternate format (CMAS) checks (MCP233), depending on the format you selected in the P/R Definition Setup.

Checks are printed in the sort order you specify in P/R Definition Setup:

- By bank and last job worked
- By bank and employee number
- By bank and home job
- By bank and employee last name, then first name

For more information about payroll checks, see “Alternate Payroll Checks (MCP233)” in this chapter.

Print Procedure

Step 1: At the P/R Prepay Processing Menu (265), choose Option 11, Print Prepay Checks. The system displays the Payroll Check Generation screen.

Step 2: At the Payroll Check Generation screen, type the information according to the Field Descriptions. Select the bank for which you wish to print checks.

To submit the checks to print, press F6.

Step 3: To return to the menu without printing, press F12.

Contents

The information on the check and stub comes from the following files:

Labor Master - Federal And Base (AALBMS)	Labor Master (AGLBMS)
Union Master (A0UNIN)	Deductions Master (B0DEDC)
State Earnings (BBERGS)	Earnings - City (BCERGS)
Earnings - Deductions (BDERGS)	Earnings - Unions (BEERGS)
Earnings - County (BFERGS)	Earnings- 401K Contributions (BJERGS)

County Table (B3CNTY)	State Table (B4STAT)
City Table (B6CITY)	Prepays - Deductions (CDPPAY)
Prepays - 401K Deductions (CJPPAY)	Prepays - Federal And Base (CAPPAY)
401K Deductions Master (C0DEDC)	Direct Deposit Master File (BKDDEP)

A sample alternate format check follows this description.

For complete row and column descriptions, see “Print Alternate Payroll Checks (MCP233)” in this chapter.

Alternate View Check Print (MCP233)

00026	LEWIS, MARTIN W	109	5/21/99	1560	\$511.10
REGULAR PAY	15.00	24.500	367.50	CALIFORNIA SUI	33.08
Lump Sum			200.00	IRON WORKE VACN	45.15
ENTITLEMENT	DESCRIPTION	HOURS AVAILABLE			
S	Sick Pay	2.75			
612.65	54.69	46.86	.00	10.94	30.63
1100.40	127.85	84.18	8.61	34.36	55.02

Company Name

Bank Name

5/21/99

1560

MARTIN W. LEWIS

\$511.10

FIVE HUNDRED ELEVEN DOLLARS AND 10 CENTS

MARTIN W. LEWIS

904 WEST APPELEGATE APT 23-B

THISTLEY, CA

96334

Print Standard Prepay Checks (MCP235)

Access

Menu 265, Option 11

Purpose

When you print prepay checks, the system generates the standard format checks (MCP235), depending on the format you selected in the P/R Definition Setup.

Checks are printed in the sort order you specify in P/R Definition Setup:

- By bank and last job worked
- By bank and employee number
- By bank and home job
- By bank and employee last name, then first name

For more information about regular payroll checks, see “Standard Payroll Checks (MCP235)” in this chapter.

Print Procedure

Step 1: At the P/R Prepay Processing Menu (265), choose Option 11, Print Prepay Checks. The system displays the Payroll Check Generation screen.

Step 2: At the Payroll Check Generation screen, type the information according to the Field Descriptions. Select the bank for which you wish to print checks.

To submit the checks to print, press F6.

Step 3: To return to the menu without printing, press F12.

Contents

The information on the check and stub comes from the following files:

Labor Master - Federal And Base (AALBMS)	Labor Master (AGLBMS)
Union Master (A0UNIN)	Deductions Master (B0DEDC)
State Earnings (BBERGS)	Earnings - City (BCERGS)
Earnings - Deductions (BDERGS)	Earnings - Unions (BEERGS)
Earnings - County (BFERGS)	Earnings- 401K Contributions (BJERGS)
County Table (B3CNTY)	State Table (B4STAT)

City Table (B6CITY)	Prepays - Federal And Base (CAPPAY)
401K Deductions Master (C0DEDC)	Direct Deposit Master File (BKDDEP)

A sample standard format check follows this description.

For complete row and column descriptions, see “Print Standard Payroll Checks (MCP235)” in this chapter.

Standard View Check Print (MCP235)

Company Name		Bank Name					
		00026	5/21/99	1560	\$511.10**		
MARTIN		W LEWIS					
904 WEST APPLGATE APT 23-B							
THISTLEY, CA		96334					

MARTIN	LEWIS	00026	484-85-6283	NET	\$511.10	5/21/99	
						1560	
HOURS	1	2	3	4	5	TOTAL	
-->	15.00					15.00	
EARNGS	ST	PREM	TPC	NTPC	VACIN	GROSS	
-->	367.50		200.00			612.65	
IDENT	DESCRIPTION	PREPAY/VAC	TAX/DUES	SDI	SUI/INIT	MISC. DED	
6	CALIFORNIA			30.63	33.08		
6	1001WALNUT CREEK		1.82				
6	100 CONTRA COSTA COUNTY		9.12				
8	IRON WORKERS	45.15					
E CDE	ENTITLEMENT DESCRIPTION	HOURS TAKEN	AMOUNT TAKEN	HOURS	AVAIL		
S	Sick Pay	.00	.00		2.75		
OTHER DED - CUR	74.65-						
GROSS FICA(OASDI)	FICA(HI)	FIT	SDI/SUI	SIT	CITY	COUNTY	
C	612.65	37.98	8.88	54.69	63.71	.00	1.82 9.12

Prepay Completion

Access

Menu 265, Option 21

Description

Use this option to clear the prepay checks that are sent to print using the prepay generator. Prepay checks remain printable and reprintable until you submit the prepay completion process.

This process also clears the Prepays written to the Positive Pay file. If you do not perform this step, records will not be included in the transmission file. For more information, see “About Payroll Check Reconciliation and Positive Pay” in this chapter.

If you have already printed prepay checks in a pay period, you must submit the prepay completion process before the system will allow you to add more prepay checks to the print file using the prepay generator.

Procedure

- Step 1:** At the P/R Prepay Processing Menu (265), choose Option 21, Prepay Completion. The system displays the standard request screen with the title “Prepay Completion.”
- Step 2:** Optionally change the report date.
To submit the process, press F6.
- Step 3:** To return to the menu without submitting, press F3.

Overtime Smoothing Preliminary Run

Access

Menu 218, Option 1

Reports

P/R Overtime Smoothing, Preliminary Report (MCP258)

Description

Use this option to process the preliminary information subject to Overtime Smoothing. The system automatically prints the P/R Overtime Smoothing, Preliminary Report to show the time records already updated that will be processed with the final Overtime Smoothing run.

When you submit the Preliminary Run, the system will search the updated time records in the Employee Time Transactions file (B5TIME) and select all employees who have updated time records. The report that prints with the process shows the results of overtime smoothing for any employee who exceeds the standards in P/R Definition Setup.

With this process, the system will move regular hours to overtime if the employee has worked more than the standard daily and weekly hours. The system will not move regular hours if both standards are not exceeded. Complete the process by performing the Final Run of Overtime Smoothing.

For more information on setting up or processing OT Smoothing, see “About Overtime Smoothing” in Chapter 2.

You can submit the preliminary run as often as necessary until all time records for the pay cycle are entered and updated. However, the final run can only be run once per pay cycle.

You can also print the P/R Overtime Exception Report (MCP259) to view the hours that may be subject to overtime smoothing.

Procedure

Step 1: At the P/R Overtime Smooth Menu (218), choose Option 1, Preliminary Run. The system displays the Standard Report Request screen with the title “Overtime Smoothing-Preliminary.”

Step 2: Optionally change the report date.

To submit the preliminary process, press F6.

Step 3: To return to the menu, press F3.

P/R Overtime Smoothing, Preliminary Report (MCP258)

Access

Menu 218, Option 1

Purpose

Use the P/R Overtime Smoothing, Preliminary Report (MCP258) to view updated time records that may be affected by overtime smoothing.

All employees with updated time display on this report, unless they are exempt from overtime smoothing in the Labor Master. The system shows how Regular hours will be changed to Overtime Hours with the smoothing process.

For more information on setting up or processing OT Smoothing, see “About Overtime Smoothing” in Chapter 2.

Print Procedure

Step 1: At the P/R Overtime Smooth Menu (218), choose Option 1, Preliminary Run. The system displays the Standard Report Request screen with the title “Overtime Smoothing-Preliminary.”

Step 2: Optionally change the report date.

To submit the preliminary process, press F6. The system automatically generates the report when you submit the process.

Contents

The information on this report comes from the Payroll Date Schedule Master File (J5DATE), Employee Time Transactions file (B5TIME MBR02), and the Labor Master file (AGBLMS).

A sample report follows.

Row Headings

P/R PERIOD ENDING DATE - The system displays the current payroll cycle week ending date for which the overtime smoothing will be processed.

Column Headings

EMPLOYEE - All employees who have updated time records display, unless they are exempt from overtime smoothing in the Labor Master.

SUN - SAT - The daily hours entered for the employee display.

TOTALS - The system displays the total hours for the employee both before and after smoothing is performed.

Employee	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Totals	Reg Hrs Before Smoothing	OT Hrs Before Smoothing	Reg Results	OT Results
00014 ABURDEE, SALOMON	8.00	8.00	10.00	8.00	11.00	7.00	8.00	60.00				
	.00	.00	.00	.00	.00	.00	.00	.00				
	1.00	8.00	8.00	8.00	8.00	7.00	.00	40.00				
	7.00	.00	2.00	.00	3.00	.00	8.00	20.00				

** End of Report **

Direct Time Card Corrections

Access

Menu 107, Option 21

Reports

Supplementary Weekly Gross Register (MCP240)

Description

Use this option to change or delete time records after the Time Entry Update process.

Caution: Be careful not to wipe out any fields accidentally. The system does not re-fill fields when it updates the record.

Use the Payroll Batch Edit (MCP218) reports to determine the batch and index numbers of the records you want to retrieve.

If you change the record, the system automatically generates the Supplementary Weekly Gross Register report (MCP240) when you exit this option.

Be sure to run the Weekly Gross report after making changes through this option in order to have accurate gross amounts to compare to Prepay Register amounts and other controls.

A description of the report generated during the Direct Time Card Corrections process follows this task.

Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 21, Direct Time Card Corrections. The system displays the Direct Timecard Maintenance, Timecard Selection screen.

Step 2: At the Direct Timecard Maintenance, Timecard Selection screen, select the time card you want to maintain and press Fetch ("F"). The system displays the Direct Timecard Maintenance screen.

To delete an updated time card, press Delete ("D").

To sort the displayed list by employee code, press F14.

To sort the displayed list by job cost coding, press F15.

To toggle between the total hours and date worked, press F21.

To return to the menu, press F12.

Step 3: At the Direct Timecard Maintenance screen, add, maintain or delete information according to the Field Descriptions and press Enter. The system updates the record with the changes you made.

To return to the previous screen, press F12.

Step 4: To return to the menu, press F3.

The system automatically generates the Supplementary Weekly Gross Register displaying the records you have changed.

Direct Timecard Maintenance, Timecard Selection Screen

The system displays this screen when you select Direct Time Card Corrections at the P/R Period Processing Menu.

Use this screen to select time entry records to maintain.

Timecard Selection

Batch: Begin list with batch:

Index: Begin list with index:

Fetch Delete

Batch	Index	Emp Nbr.	Name	Ck Ty	Job	Ct Tk Sbt	CT	Date Worked
200	1	00032	PEITRA, LOREN T	3		1 2	1	6/18/99
200	2	00013	LOSHINI, AMY	3		1 2	1	6/18/99
200	3	00011	XI, CHAN	3		1 2	1	6/18/99
200	4	00001	PORTER, JON	3		1 2	1	6/18/99
996	1	00003	SHINTAZO, JAIME	3		1 2	1	6/18/99
996	2	00005	TRACY, RICHARD L	3		1 2	1	6/18/99
996	3	00008	LOVE, ROBIN A	3		1 2	1	6/18/99
996	4	00040	LE, KIMBERLY F	B 3		1 2	1	6/18/99
996	5	00025	ROYCE, ALBERT	3		1 2	1	6/18/99
996	6	00028	WASHINGTON, NORMAN D	3		1 2	1	6/18/99
996	7	00012	RONSTON, JACK F	3		1 2	1	6/18/99
996	8	00040	LE, KIMBERLY F	3		1 2	1	6/18/99

Bottom

Enter=OK F3=Exit F12=Cancel

Field Descriptions

BATCH - Optional. Maximum 3 digits. To select a specific batch to maintain, type the number.

INDEX - Optional. Maximum 5 digits. To select a specific index to maintain, type the index number.

BEGIN LIST WITH BATCH - Optional. Maximum 3 digits. To begin the displayed list with a specific batch number, type the number.

BEGIN LIST WITH INDEX - Optional. Maximum 5 digits. To begin the displayed list with a specific index number, type the index number.

ACTION BUTTONS - Optional. To maintain a time record, select the record and press Fetch ("F").

To delete a record, select the record and press Delete ("D").

BATCH - Display only. The original batch number within which the record was created.

INDEX - Display only. The system displays the index number associated with the

specific batch number.

EMP NBR. (Employee Number) - Display only. The employee number for the record displays.

NAME - Display only. The name of the employee displays.

CK TY (Check Type) - Display only. The check type associated with the record displays, if any.

JOB - Display only. The job number associated with the time record displays.

If you allow the system to default the job, the job number will not display until after the batch has been edited.

(Cost Code) - Display only. The cost code associated with the time record displays.

If you allow the system to default the cost code, the cost code will not display until after the batch has been edited.

CT (Cost Type) - Display only. The cost type used for the employee's time displays.

If you allow the system to default the cost type, the cost type will not display until after the batch has been edited.

DATE WORKED/TOTAL HOURS - Display only. The date on the record displays. If no date is entered for the line item, the date is either the period ending date or the date from the heading information on the time record.

To display the total hours an employee worked, press F21.

Function Key Descriptions

F3 Return to the menu.

If you have made corrections to the time card records, the system will automatically print the Supplemental Gross Register before returning to the menu.

F12 Return to the menu.

If you have made corrections to the time card records, the system will automatically print the Supplemental Gross Register before returning to the menu.

F14 Sort the records by employee number.

F15 Sort the records by job cost coding.

F21 Toggle the display between total hours and date worked.

Enter Begin the list with the selected batch/index.

Direct Timecard Maintenance Screen

The system displays this screen when you select a record and press Fetch (“F”) at the Direct Timecard Maintenance, Timecard Selection screen.

Use this screen to maintain updated batch time records.

The screenshot shows the 'DIRECT TIMECARD MAINTENANCE' window with the following fields and values:

- Batch: 996, Index: 10
- Employee: 28, NORMAN, D, WASHINGTON
- Job worked: 3, Timberhill Shopping Center
- Ct Tk Sbt: 1, 2, Cost type: 1, Job location: 3, Job state: 6
- AFE number: , Ticket number:
- Wage 1 hours: 40.00, 2: .00, 3: .00, 4: .00, 5: .00
- Wage 1 rate: 25.0000, 2: 37.5000, 3: 50.0000, 4: .0000, 5: .0000
- Pay code: , Amount: .00, Check type:
- Entitlement: , Sick: , Work order:
- Occupation: 150, Union: 10, Insurance st class/ref: 6, 100
- Foreman: , E.E.O: 0, Certified P/R exempt:
- S.U.I. state: 6, Tax-state: 6, County: 100, City: 1001
- Equip worked: 1020, Hours: 10.00, Rate code: 1, Cost type: 4
- Equip maintd: 1030, Item: 14, Phase:
- Date: 06, 18, 99, Crew: , Prj. mgr:

Buttons at the bottom: Enter=OK, F3=Exit, F4=Llist, F10=Change, F11=Delete, F12=Cancel.

Field Descriptions

BATCH - Optional. Maximum 3 digits. To select a specific batch to maintain, type the number.

INDEX - Optional. Maximum 5 digits. To select a specific index to maintain, type the index number.

EMPLOYEE - Optional. Maximum 5 characters. To specify the employee for the time record, type the employee code. The employee code associated with the time record displays. The system validates the code against the Labor Master file.

If the employee code is numeric only, then this field becomes “Maximum 5 digits.”

JOB WORKED - Optional. Maximum 6 digits. To specify the job, select the information and type the job number. The system validates the job against the Job Master file.

(Cost Code) - Optional. Variable length digits. To specify the cost code, select the information and type a valid cost code. The system validates the cost code against the Job Chart of Accounts Master file.

CT (Cost Type) - Optional. Maximum 2 digits. To specify the cost type, select the information and type the cost type to charge the employee's time. The system validates the cost type against the Cost Type master file.

JOB LOCATION - Optional. Maximum 6 digits. To specify the job location, select the information and type the job number to identify the location. The system uses the job location for the Certified Payroll report.

The system validates the job against the Job Master file.

JOB STATE - Optional. Maximum 2 digits. To specify the job state, select the information and type a state code. The system validates the code against the State Master file.

AFE NUMBER - Optional. Maximum 20 characters. To specify an AFE number for the time record, select the information and type the number.

TICKET NUMBER - Optional. Maximum 20 characters. To specify a ticket number to be associated with the time record, select the information and type the number.

WAGE 1 HOURS (Wage Rate 1 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the straight time hours on the record, select the information and type the hours.

2 (Wage Rate 2 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the wage rate 2 hours on the record, select the information and type the hours.

3 (Wage Rate 3 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the wage rate 3 hours on the record, select the information and type the hours.

4 (Wage Rate 4 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the wage rate 4 hours on the record, select the information and type the hours.

5 (Wage Rate 5 Hours) - Optional. Maximum 5 digits, 2 decimals. To specify the wage rate 5 hours on the record, select the information and type the hours.

WAGE 1 RATE - Optional. Maximum 3 digits, 4 decimals. To specify the rate for calculating straight time hours, select the information and type the rate.

If you leave wage 1-5 blank, the system uses a default scheme to find the wage rate. For more information, see the Appendix.

2 (Wage 2 Rate) - Optional. To specify the rate for calculating wage rate 2 hours, select the information and type the rate.

3 (Wage 3 Rate) - Optional. To specify the rate for calculating wage rate 3 hours, select the information and type the rate.

4 (Wage 4 Rate) - Optional. To specify the rate for calculating wage rate 4 hours, select the information and type the rate.

5 (Wage 5 Rate) - Optional. To specify the rate for calculating wage rate 5 hours, select the information and type the rate.

PAY CODE - Optional. Maximum 3 digits. To specify the pay code for the time record, select the information and type the code. The system validates the code against the Pay Code Table.

AMOUNT - Optional. Maximum 9 digits, 2 decimals. To specify the lump sum the employee receives, type the amount.

CHECK TYPE - Optional. Maximum 1 character. To specify the check type for the record, type the check type code. The system validates the code against the Check Type file.

For check types that post to previous periods, the payroll month to which you want to post must still be open.

ENTITLEMENT - Optional. Maximum 1 character. To specify the entitlement code for the time record, type the entitlement code. The system validates the code against the Entitlement Code file.

For more information, see “About Entitlements” in Chapter 3.

SICK - Optional. Maximum 1 character. To specify that this time record is for a sick time entitlement, type a “Y.” The system recognizes the calculated amount as sick gross, and excludes the amount in calculating employer SDI for those states where this exemption is set up in the tax tables.

WORK ORDER - Optional. Maximum 7 digits. To specify the work order associated with the time record, type the number. The system validates the number against the Work Order Master file.

OCCUPATION - Optional. Maximum 7 characters. To specify an occupation code for the time record, select the information and type the code. The system validates the information against the Occupation Code Master file.

UNION (Union/ Sub-union) - Optional. Maximum 4 digits union, 1 character sub-union. To specify a union for the time record, select the information and type the union/sub-union code. The system validates the code against the Union Master file.

INSURANCE ST CLASS/REF (Insurance State, Insurance Class, and Reference) - Optional. Maximum 2 digit state, 4 digit class, 2 digit reference. To specify state, class, and reference number of the Workers' compensation insurance for the time entry record, select the information and type the state class or reference code. The system validates state, class and reference combination against the Insurance Table.

FOREMAN - Optional. Maximum 5 characters. To specify a foreman associated with the employee on the time record, type the employee code for the foreman.

E.E.O. (Equal Employment Opportunity Code) - Optional. Maximum 1 character. To specify an ethnic code associated with the employee, select the information and type the code. The system validates the code against the EEO Code table.

CERTIFIED P/R EXEMPT - Optional. Maximum 1 character. To specify that the information on this time record is exempt from certified payroll, type a “Y.”

A “Y” will indicate that the information from this time record will not be included on the Certified Payroll report even if the job worked is specified as a certified payroll job.

S.U.I. STATE - Optional. Maximum 2 digits. To specify the state for which State Unemployment Insurance will be calculated, select the information and type the state code. The system validates the code against the State Master file.

TAX - STATE - - Optional. Maximum 2 digits. To specify the state for which state income tax will be calculated, select the information and type the state code. The system validates the code against the State Master file.

COUNTY - Optional. Maximum 3 digits. To specify the county for which county income tax will be calculated, select the information and type the county code. The system validates the code against the County Master file.

CITY - Optional. Maximum 4 digits. To specify the city for which city income tax will be calculated, select the information and type the city code. The system validates the code against the City Master file.

EQUIP WORKED - Optional. Maximum 8 digits. To specify the equipment used for this record, select the information and type the equipment code. The system validates the code against the Equipment Master File.

HOURS - Optional. Maximum 5 digits, 2 decimals. To specify the number of hours the equipment was used, select the information and type the hours.

RATE CODE (Equipment Rate Code) - Optional. Maximum 1 digit. To specify a rate code for the revenue calculation on the equipment used, select the information and type the code. The system validates the rate code/ job/ equipment code combination against the Rate Code Table.

COST TYPE (Equipment Cost Type) - Optional. Maximum 2 digits. To specify the cost type to charge the equipment costs for the equipment maintained, select the information and type the cost type. The system validates the number against the Cost Type file.

EQUIP MAINTD (Equipment maintained) - Optional. Maximum 8 digits. To specify the equipment that was maintained for this time record, select the information and type the equipment code. The system validates the code against the Equipment Master file.

ITEM - Optional. Maximum 5 digits. To specify the cost label for the equipment maintained, select the information and type the item number. The system validates the item/phase combination against the Equipment Maintenance Label file.

PHASE - Optional. Maximum 3 digits. To specify the cost label for the equipment maintained, select the information and type the phase number. The system validates the item/phase combination against the Equipment Maintenance Label file.

DATE - Required. Maximum 6 digits. To specify the date for the time record, select the information and type the date.

CREW - Optional. Maximum 3 digits. To specify the crew associated with the time record, type the crew number. The system validates the code against the Crew Master file.

PRJ. MGR (Project Manager) - Optional. Maximum 5 characters. To specify a project manager associated with the time record, type the user-defined code. This field is information only.

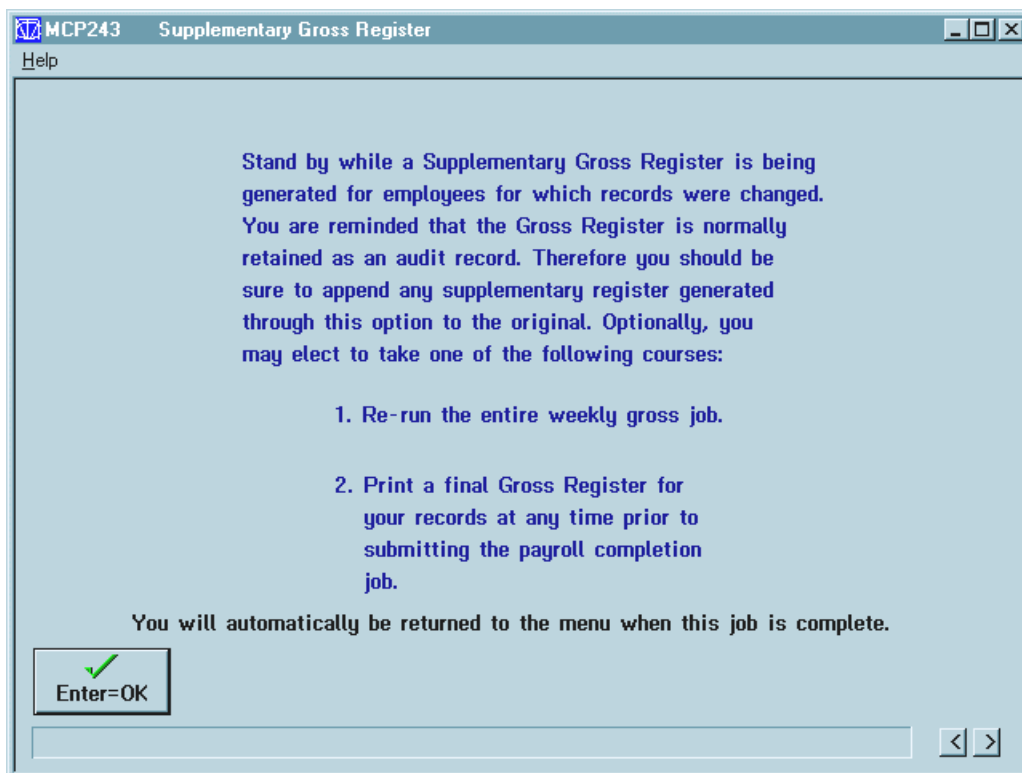
Function Key Descriptions

- F3** Return to the Direct Timecard Maintenance, Timecard Selection screen without saving.
- F10** Access Change mode.
- F11** Access Delete mode.
- F12** Return to the Direct Timecard Maintenance, Timecard Selection screen without saving.
- Enter** Save the information and clear the screen.

Supplementary Gross Register Screen

The system displays this screen when you press F3 or F12 at the Direct Timecard Maintenance, Timecard Selection screen after maintaining updated time records.

This screen indicates that a weekly gross report is being generated.



Supplementary Weekly Gross Register (MCP240)

Access

Menu 107, Option 21

Purpose

If you enter the Direct Time Card Corrections option to maintain updated time entries, the system automatically produces the Supplementary Weekly Gross report that displays the records you have changed.

Attach this report to the Weekly Gross report as an audit trail of changes you make after batch update.

Tip: Be sure to attach the Supplementary Weekly Gross Register to your last Weekly Gross; or better yet, run another Weekly Gross process after you perform Direct Time Card Corrections in order to be sure the latest information is all on one report.

Use the Weekly Gross Register (MCP240) and Supplementary Weekly Gross Register to review all transactions updated for the pay period. You can verify that all employee amounts are correctly entered. The payroll summary totals on the report should match the totals of all the time cards from which you entered the information.

In addition, you can use the Weekly Gross Register along with the Prepay Reconciliation Report to determine what correcting entries are necessary to create matching time entries for prepays.

Note: The system calculates and rounds the taxable gross on a line by line basis, then adds the lines to determine the total taxable gross for each check type. If you use wage rates of more than 2 decimals, variance from a matching prepay may occur. For more information, see “About Prepay Reconciliation” in this chapter.

Print Procedure

- Step 1:** At the P/R Period Processing Menu (107) choose Option 21, Direct Time Card Corrections. The system displays the Direct Timecard Maintenance, Timecard Selection screen.
- Step 2:** At the Direct Timecard Maintenance, Timecard Selection screen, select the time card you want to maintain and press Fetch (“F”). The system displays the Direct Timecard Maintenance screen.
- Step 3:** At the Direct Timecard Maintenance screen, maintain the record and press Enter. The system updates the record with the changes you made.
- To return to the previous screen, press F12.
- Step 4:** To return to the menu, press F3.
- The system automatically generates the Supplementary Weekly Gross

Register displaying the records you have changed.

Contents

The information in this report comes from:

Employee Time Transactions (B5TIME)	Payroll Date Schedule Master File (J5DATE)
Union Master (A0UNIN)	Financial Entity Master (N1ENTM)
Labor Master (AGLBMS)	Job Master (A2JBMS)
Earnings - Federal And Base (BAERGS)	State Earnings (BBERGS)
Earnings - City (BCERGS)	Earnings - Unions (BEERGS MBR01, MBR02)
Earnings - County (BFERGS)	Prepays - Unions (CEPPAY MBR02)

The report sorts according to the sort order you specify in P/R Definition Setup, and groups together all records from all batches in the current pay period for each employee, by check type and by bank code.

For detailed row and column descriptions, see the “Weekly Gross Register (MCP240).”

A sample report follows this description.

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SUPPLEMENTARY WEEKLY GROSS REGISTER

P/R PERIOD ENDING DATE 6/18/99 PAGE 1

CLASSIFICATION		EXPENSE DISTRIB.			LOCATION		CERT. PR.		HOURS		WAGE		RATES		INSTR		SPECIAL PAY		EQUIPMENT		EXTENSION													
(B)		(C)			(D)		(E)		(F)		(G)		(H)		(I)		(J)		(K)															

BATCH		UNION SUB RECL FRMN		JOB CT TK Sbt		SUI CITY		JOB		TOTAL		1		2		S RF		CKTY PYCDT		TAXABLE		WORKED HOURS DIFF		VACATION-IN		ENTITL								
INDEX		OCCUP E CRW PRJM		CT		JOB STATE		TAX CNTY		NOCT		3		4		5		CLS		SK PYCDN		NON-TXB		MAINT		ITEM PHSE		DATE						
AFE NO.		WORK OR.																																

00013		LOSHINI		AMY		543-35-2987																												

996		100				3 01 002 0000		6 1001		3		40.00		40.00				25.0000		37.5000		6				135.20								
00002		1 301		I 12		01		6		6 100								50.0000				100		00		1,135.20 052899								

TOTALS FOR CHECK TYPE															BANK WF		40.00		40.00				TAXABLE GROSS		1,135.20		135.20							
NON-TAXABLE GROSS															.00								VACATION-OUT		135.20		DUES				.00			
INITIATION															.00								INITIATION		.00		UNION MISC.				.00			

00032		PETRA		LOREN		T 459-32-8760																												

996		9999				3 01 002 0000		6 1001		3		40.00		40.00				17.5000		26.2500		6				700.00 061899								
00001		1 50		I 123		01		6		6 100								35.0000				1500		00										
TOTALS FOR CHECK TYPE															BANK WF		40.00		40.00				TAXABLE GROSS		700.00		.00		.00		DUES		.00	
NON-TAXABLE GROSS															.00								VACATION-OUT		135.20		UNION MISC.				.00			
INITIATION															.00								INITIATION		.00		UNION MISC.				.00			

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SUPPLEMENTARY WEEKLY GROSS REGISTER

P/R PERIOD ENDING DATE 6/18/99 PAGE 2

1. BANK SUMMARY TOTALS

BANK	TAXABLE GRS	NTAXBLE GRS
WF	1,835.20	.00

TOTAL	1,835.20	.00

2. PAYROLL SUMMARY

TOTAL RECORDS...	2
TOTAL GROSS.....	1,835.20
TAXABLE PAY CD..	.00
NTAXBLE PAY CD..	.00
1 HOURS.....	80.00
2 HOURS.....	.00
3 HOURS.....	.00
4 HOURS.....	.00
5 HOURS.....	.00

Overtime Smoothing Final Run

Access

Menu 218, Option 2

Reports

P/R Overtime Smoothing, Final Report (MCP258)

Description

Use this option to complete the overtime smoothing process. The system will move pay period hours that are subject to overtime smoothing and use the appropriate wage rate when it calculates employees' pay.

This process can only be performed once per pay cycle, so all time should be updated before running the final overtime smoothing process. The system will automatically print the P/R Overtime Smoothing, Final Report (MCP258) with the hours it has moved from regular to overtime.

For more information about the overtime smoothing process, see "About Overtime Smoothing" in Chapter 2.

After submission, you can also print the P/R Overtime Exception Report (MCP259) to view the hours that have not been included in the overtime smoothing process.

The Final Run of Overtime Smoothing also sets scheduling locks so that you are not allowed to perform specific tasks until you complete others. For information about which locks are set and how to remove them, see the Chapter 4 overview in this chapter.

Procedure

Step 1: At the P/R Overtime Smooth Menu (218), choose Option 2, Final Run. The system displays the Standard Report Request screen with the title "Overtime Smoothing-Final."

Step 2: Optionally change the report date.

To submit the preliminary process, press F6.

Step 3: To return to the menu, press F3.

P/R Overtime Smoothing- Final Report (MCP258)

Access

Menu 218, Option 2

Purpose

Use the P/R Overtime Smoothing, Final Report (MCP258) to view updated time records that have been affected by overtime smoothing.

All employees with updated time display on this report, unless they are exempt from overtime smoothing in the Labor Master. The system shows the Regular and Overtime Hours before and after the smoothing process has been completed.

For more information on setting up or processing OT Smoothing, see “About Overtime Smoothing” in Chapter 2.

Print Procedure

Step 1: At the P/R Overtime Smooth Menu (218), choose Option 2, Final Run. The system displays the Standard Report Request screen with the title “Overtime Smoothing-Final.”

Step 2: Optionally change the report date.

To submit the final process, press F6. The system automatically generates the report when you submit the process.

Contents

The information on this report comes from the Payroll Date Schedule Master File (J5DATE), Employee Time Transactions file (B5TIME MBR02), and the Labor Master file (AGBLMS).

A sample report follows.

Row Headings

P/R PERIOD ENDING DATE - The system displays the current payroll cycle week ending date for which the overtime smoothing will be processed.

Column Headings

EMPLOYEE - All employees who have updated time records display, unless they are exempt from overtime smoothing in the Labor Master.

SUN - SAT - The daily hours entered for the employee display.

TOTALS - The system displays the total hours for the employee both before and after smoothing is performed.

Employee	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Totals	Reg Hrs Before Smoothing	OT Hrs Before Smoothing	Reg Results	OT Results
00014 ABURDEE, SALOMON	8.00 .00 1.00 7.00	8.00 .00 8.00 .00	10.00 .00 8.00 2.00	8.00 .00 8.00 .00	11.00 .00 8.00 3.00	7.00 .00 7.00 .00	8.00 .00 7.00 8.00	60.00 .00 40.00 20.00				

** End of Report **

P/R Overtime Exception Report, Summary

P/R Overtime Exception Report, Detail (MCP259)

Access

Menu 218, Option 11

Purpose

Use the P/R Overtime Exception Report, Summary or Detail (MCP259) to view employees affected by the overtime smoothing process.

Before processing the final Overtime Smoothing run, the report shows which employees may be affected by the overtime smoothing process.

After processing the final Overtime Smoothing run, the report shows which employees were excluded from the overtime smoothing process.

The summary report shows employees' week totals for regular and overtime hours.

The detail report shows employees' daily regular and overtime hours.

For more information on setting up or processing OT Smoothing, see "About Overtime Smoothing" in Chapter 2.

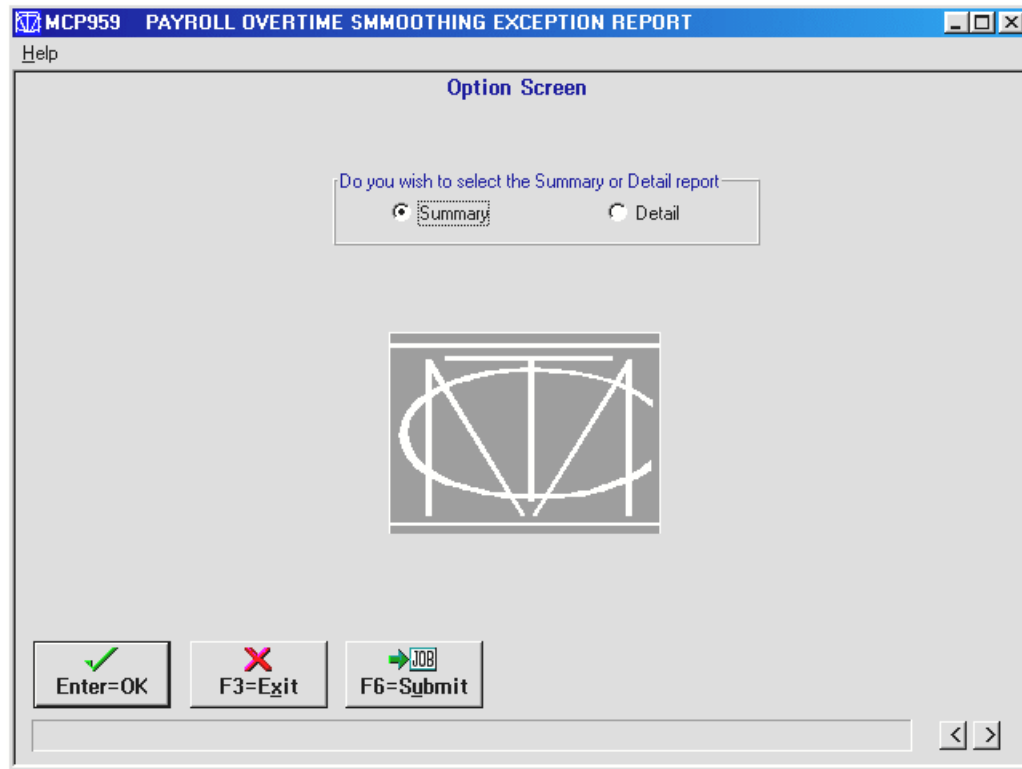
Print Procedure

- Step 1:** At the P/R Overtime Smooth Menu (218), choose Option 11, Exception Reports. The system displays the Payroll Overtime Smoothing Exception Report, Option Screen.
- Step 2:** At the Payroll Overtime Smoothing Exception Report, Option screen, select the report type you want to print.
- To print the Summary report, select Summary ("S").
- To print the Detail report, select Detail ("D").
- To submit the report to print,** press F6.
- Step 3:** To return to the menu without printing, press F3.

Payroll Overtime Smoothing Exception Report, Option Screen

The system displays this screen when you select Exception Report at the P/R Overtime Smooth Menu.

Use this screen to select the report presentation you want.



Field Descriptions

DO YOU WISH TO SELECT THE SUMMARY OR DETAIL REPORT -

Required. Defaults to Summary ("S"). To print the Summary report, select Summary ("S").

To print the Detail report, select Detail ("D").

Function Key Descriptions

F3 Return to the menu without submitting the report.

F6 Submit the report to print.

F12 Return to the menu without submitting the report.

Contents

The information on this report comes from the Labor Master file (AGLBMS) and the Employee Time Transactions file (B5TIME MBR02).

Sample reports follow this report description.

Column Headings

EMPLOYEE - The following employee information displays on both the summary and detail report.

NUMBER - The employee number.

LAST NAME - The employee's last name.

FIRST NAME - The employee's first name.

RATE 1 HOURS - The total regular hours from the time record display.

RATE 2 HOURS - The total wage rate 2 hours from the time record display.

RATE 3 HOURS - The total wage rate 3 hours from the time record display.

RATE 4 HOURS - The total wage rate 4 hours from the time record display.

RATE 5 HOURS - The total wage rate 5 hours from the time record display.

TOTAL HOURS - The total hours display the employee worked display.

The following fields display only on the Detail report.

OCCP CODE - The occupation code from the time record displays

JOB NUMBER - The job number from the time record displays

(Cost Code) - The cost code from the time record displays.

CT - The cost type used on the time record displays.

CREW - The crew number from the time record displays.

DATE WORKED - The date from the time record displays.

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----- Employee-----		
Number	Last Name	First Name
15	WARNER	JESSICA

Rate 1	Rate 2	Rate 3	Rate 4	Rate 5	Total
Hours	Hours	Hours	Hours	Hours	Hours
42.00	2.00	.00	.00	.00	44.00

** End of Report **

Trueline Systems V1 Release 4 QC-1

----- Employee-----																			
Number	Last Name		First Name																
	WARNER		JESSICA																
OCCP		Job		Date															
								Rate 1		Rate 2		Rate 3		Rate 4		Rate 5		Total	
								Hours		Hours		Hours		Hours		Hours		Hours	
								42.00		2.00		.00		.00		.00		44.00	

** End of Report **

Process Payroll Weekly Gross

Access

Menu 107, Option 31

Reports

Weekly Equipment Use Report By Job (MCE270)

Weekly Equipment Use Report by Job/Cost Code (MCE271)

Weekly Gross Register (MCP240)

Recharge Register (MCP209)

Scheduled Deductions (MCP275)

Description

Use this option to perform the weekly gross processing. The system calculates the weekly gross amounts for each employee with updated time records as well as prepays saved as time records through Prepay Generator.

You cannot access the Weekly Gross option unless you have updated at least one time record for the pay period.

If you find errors with any weekly gross report, make changes to time entries through Direct Time Card Corrections, add and update more batches, or save records via the Prepay Generator.

If you change your time records or prepays, you should run a new Weekly Gross process to be sure you have an up-to-date, correct Weekly Gross and Scheduled Deductions report *before* generating checks.

The Weekly Gross Register prints the entries you made and combines all batches to calculate gross amount due each employee by check type. The Scheduled Deductions report lists the deductions scheduled to be taken. In addition, if you choose to process recharge, the system generates the Recharge Register for salaried employee transactions.

If Equipment Cost is installed, this option also produces equipment reports with equipment information entered in time records.

Weekly Gross Controls

Batch entry controls are an external control function; your office procedures should ensure that the amounts updated in Time Entry are correct. We recommend you follow a three-step procedure:

1. Keep a running total of each wage bucket, lump sums, and hours for each employee.
2. Verify that the batch amounts are correct by comparing the batch edits to the manually maintained totals.

3. Add the wage buckets, lump sums, and hours from all batches. Compare these totals to the Weekly Gross report totals.

Descriptions of the reports generated during the Weekly Gross process follow this task.

Procedure

- Step 1:** At the P/R Period Processing Menu (107) choose Option 31, Weekly Gross. The system displays the standard report request screen with the title “Weekly Gross Processing.”
- Step 2:** Optionally change the report date.
To submit the process, press F6.
- Step 3:** To return to the menu without submitting the process, press F3.

Weekly Equipment Use Report By Job (MCE270)

Access

Menu 107, Option 31

Purpose

The system generates the Weekly Equipment Use Report by Job (MCE270) when Equipment Cost is installed and you run Weekly Gross for a payroll period. This report displays information from time records associated with equipment used.

The system uses the equipment used information to calculate usage hours for each piece of equipment, which can be accrued for Equipment Service intervals. For more information, see the *Equipment Cost Reference Manual*.

The report sorts records by job, equipment code, rate code, and cost code/cost type.

For more information about how to maintain equipment used through payroll, see “Time Entry Processing” in this chapter.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 31, Weekly Gross. The system displays the standard report request screen with the title Weekly Gross Processing.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

The system automatically generates the Weekly Equipment Use Report By Job displaying the equipment information you entered through time entry.

Contents

The information in this report comes from the following files:

Job Master (A2JBMS)	Employee Time Transactions (B5TIME MBR02)
Equipment Report Work File (PEWORK)	Equipment Rate (P4EQRT)
Equipment Rate Modifier (PMEQRT)	Equipment Master (A3EQPM)
Payroll Date Schedule Master File (J5DATE)	

Title

FOR WEEK ENDING XX/XX/XX - The week ending date for the weekly time records for which the equipment information was processed.

Column Headings

JOB NUMBER - The production job charged for the equipment expense displays.

EQUIP NUMBER - The equipment number used on the job displays.

RATE CODE - The rate code used to find the component rate displays.

(Cost Code) - The cost code used from the time entry displays.

CT (Cost Type) - The equipment cost type displays.

EQUIP HOURS (Equipment Hours) - The hours the equipment was used for the job, cost code, cost type, and rate code.

BASE RATE - The rate at which the equipment is normally charged displays. The system totals the rate component amounts for the equipment, and if applicable, the job number and rate code from the component rate table.

MODIFIER KEY - The modifier key displays. The system uses the rate code and job number to find the correct Equipment Rate Modifier file to calculate the actual rate below.

ACTUAL RATE - The actual rate charged per hour displays. The actual rate is the base rate multiplied by the component rate modifiers in the Equipment Rate Modifier file.

EXTENDED COST - The system calculates the extended cost by multiplying the equipment hours by the actual rate.

DATE WORKED - The date that the equipment was used displays from the Employee Time Transactions file.

BATCH - The batch number in which the equipment usage was entered displays.

INDEX - The index number associated with the record displays.

This column also indicates totals:

“*” = Totals for the rate code

“**” = Totals for the equipment code

“***” = Totals for the job

Row Headings

JOB SUMMARY (Job Number, Description) - For each job, the system prints a summary of the job's equipment use statistics.

RATE CD - The system prints a column of rate codes at which equipment was charged for the job.

HOURS - For each rate code, the system prints the total number of hours worked.

AMOUNT - The system prints the total charges for each rate code (including modified rates).

XXX.X % - The percent of time the equipment was used at each rate displays. The percent is the rate code hours divided by the total hours used.

Total Lines

GRAND TOTAL - For all equipment listed on the report, the system prints the total number of hours used and the total extended cost.

TrueLine Documentation-Construction
WEEKLY EQUIPMENT USE REPORT BY JOB
FOR WEEK ENDING 6/25/99

JOB NUMBER	EQUIP. NUMBER	RATE CODE	CT Tk Sbt	EQUIP HOURS	BASE RATE	MODIFIER KEY	ACTUAL RATE	EXTENDED COST	DATE WORKED	BATCH	INDEX
3	1020	1	01 002 0000	04	12.00	10.00	1-000000	10.00	6/23/99	100	00001
3	1020	1			12.00			120.00			*
3	1020	2	01 002 0000	04	10.00	15.00	2-000000	15.00	6/25/99	996	00010
3	1020	2			10.00			150.00			*
3	1020				22.00			270.00			**
3					22.00			270.00			***

JOB SUMMARY	3	Timberhill Shopping Center	RATE CD: 1	HOURS:	12.00	AMOUNT:	120.00	54.5	%
			2		10.00		150.00	45.5	%

JOB NUMBER	EQUIP. NUMBER	RATE CODE	CT Tk Sbt	EQUIP HOURS	BASE RATE	MODIFIER KEY	ACTUAL RATE	EXTENDED COST	DATE WORKED	BATCH	INDEX
----	-----	----	-----	-----	-----	-----	-----	-----	-----	----	-----

GRAND TOTALS

22.00

270.00

Weekly Equipment Use Report By Job/Cost Code (MCE271)

Access

Payroll Menu 107, Option 31

Purpose

The system generates the Weekly Equipment Use Report by Job/Cost Code (MCE271) when Equipment Cost is installed and you run Weekly Gross for a payroll period. This report displays information from time records associated with equipment used.

The system uses the equipment used information to calculate usage hours for each piece of equipment, which can be accrued for Equipment Service intervals. For more information, see the *Equipment Cost Reference Manual*.

The report sorts records by job, cost code/cost type, equipment code, and rate code.

For more information about how to maintain equipment used through payroll, see “Time Entry Processing” in this chapter.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 31, Weekly Gross. The system displays the standard report request screen with the title Weekly Gross Processing.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

The system automatically generates the Weekly Equipment Use Report By Job/Cost Code displaying the equipment information you entered through time entry.

Contents

The information in this report comes from the following files:

Job Master (A2JBMS)	Employee Time Transactions (B5TIME MBR02)
Equipment Report Work File (PEWORK)	Equipment Rate (P4EQRT)
Equipment Rate Modifier (PMEQRT)	Equipment Master (A3EQPM)
Payroll Date Schedule Master File (J5DATE)	

Title

FOR WEEK ENDING XX/XX/XX - The week ending date for the weekly time records for which the equipment information was processed.

Column Headings

JOB NUMBER - The production job charged for the equipment expense displays.

(Cost Code) - The cost code used from the time entry displays.

CT (Cost Type) - The equipment cost type displays.

EQUIP NUMBER - The equipment number used on the job displays.

RATE CODE - The rate code used to find the component rate displays.

EQUIP HOURS (Equipment Hours) - The hours the equipment was used for the job, cost code, cost type, and rate code.

BASE RATE - The rate at which the equipment is normally charged displays. The system totals the rate component amounts for the equipment, and if applicable, the job number and rate code from the component rate table.

MODIFIER KEY - The modifier key displays. The system uses the rate code and job number to find the correct Equipment Rate Modifier file to calculate the actual rate below.

ACTUAL RATE - The actual rate charged per hour displays. The actual rate is the base rate multiplied by the component rate modifiers in the Equipment Rate Modifier file.

EXTENDED COST - The system calculates the extended cost by multiplying the equipment hours by the actual rate.

DATE WORKED - The date that the equipment was used displays from the Employee Time Transactions file.

BATCH - The batch number in which the equipment usage was entered displays.

INDEX - The index number associated with the record displays.

This column also indicates totals:

“*” = Totals for the rate code

“**” = Totals for the equipment code

“****” = Totals for the job

Row Headings

JOB SUMMARY (Job Number, Description) - For each job, the system prints a summary of the job's equipment use statistics.

RATE CD - The system prints a column of rate codes at which equipment was charged for the job.

HOURS - For each rate code, the system prints the total number of hours worked.

AMOUNT - The system prints the total charges for each rate code (including modified rates).

XXX.X % - The percent of time the equipment was used at each rate displays. The percent is the rate code hours divided by the total hours used.

Total Lines

GRAND TOTAL - For all equipment listed on the report, the system prints the total number of hours used and the total extended cost.

JOB NUMBER	CT	EQUIP. NUMBER	RATE CODE	EQUIP HOURS	BASE RATE	MODIFIER KEY	ACTUAL RATE	EXTENDED COST	DATE WORKED	BATCH	INDEX
3 01 002 0000	04	1020	1	12.00	10.00	1-000000	10.00	120.00	6/23/99	100	00001
3 01 002 0000	04	1020	2	10.00	15.00	2-000000	15.00	150.00	6/25/99	996	00010
3 01 002 0000		1020		22.00				270.00			*
3 01 002 0000				22.00				270.00			**
3				22.00				270.00			***
JOB SUMMARY	3					RATE CD: 1	HOURS:	12.00	AMOUNT:	120.00	54.5
						2		10.00		150.00	45.5

JOB NUMBER	Ct	Trk	Sdt	CT	EQUIP. NUMBER	RATE CODE	EQUIP HOURS	BASE RATE	MODIFIER KEY	ACTUAL RATE	EXTENDED COST	DATE WORKED	BATCH	INDEX
-----	----	-----	----	----	-----	----	-----	-----	-----	-----	-----	-----	-----	-----

GRAND TOTALS

22.00

270.00

Weekly Gross Register (MCP240)

Access

Menu 107, Option 31

Purpose

The system automatically generates the Weekly Gross Register (MCP240) when you run the weekly gross process.

Use this report to review all transactions updated for the pay period. You can verify that all employee amounts are correctly entered. The payroll summary totals on the report should match the totals of all the time cards from which you entered the information.

If you make changes to time records after update, the system prints the information on a supplementary report. For more information, see “Supplementary Weekly Gross Register (MCP240).”

If changes have been made during a pay period, before running check generation, you should run the weekly gross process again to be sure that weekly gross information added and changed is included on the report. The weekly gross will be recalculated and the Weekly Gross Register will include any changes.

If you need to reprint this report, you can choose Reprint Weekly Gross. The system will print the “Re-Print of Weekly Gross Register (MCP240).” Unlike re-running the weekly gross process, the option to reprint the Weekly Gross Register does not cause the system to recalculate the weekly gross. The reprint option uses the same information from the last Weekly Gross Register you processed.

You can also use the Weekly Gross Register along with the Prepay Reconciliation Report to determine what correcting entries are necessary to create matching time entries for prepays. For more information, see “About Prepay Reconciliation” in this chapter.

Note: The system calculates and rounds the taxable gross on a line by line basis, then adds the lines to determine the total taxable gross for each check type. If you use wage rates of more than 2 decimals, variance from a matching prepay may occur. For more information, see “About Prepay Reconciliation” in this chapter.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 31, Weekly Gross. The system displays the standard report request screen with the title Weekly Gross Processing.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

The system automatically generates the Weekly Gross Register displaying the information you entered through time entry.

Contents

The information in this report comes from:

Employee Time Transactions (B5TIME)	Payroll Date Schedule Master File (J5DATE)
Union Master (A0UNIN)	Financial Entity Master (N1ENTM)
Labor Master (AGLBMS)	Job Master (A2JBMS)
Earnings - Federal And Base (BAERGS)	State Earnings (BBERGS)
Earnings - City (BCERGS)	Earnings - Unions (BEERGS MBR01, MBR02)
Earnings - County (BFERGS)	Prepays - Unions (CEPPAY MBR02)

The report sorts by the sort order you specify in P/R Definition Setup.

A sample report follows this description.

Rows Headings

P/R PERIOD ENDING DATE XX/XX/XX - The system displays the ending date of the period in which the weekly gross was run.

For each employee, the system prints the following information:

(Employee Number) - The employee code displays.

(Employee Name) - The employee's last name, first name, and middle initial displays.

(Social Security Number) - The employee's social security number displays.

Column Headings

BATCH - The number of the batch through which the entry was updated displays.

INDEX - The number assigned by the system to identify time entry records in the batch displays.

(Transaction Type) - The code representing the type of time entry transaction displays. Transaction types used for weekly gross are:

- 1** - regular non-recharge time record for hourly and salary employees. This is the record from which an employee's pay is derived.
- 3** - combined regular and recharged time record for hourly employees. This record is used for both recharging and paying the employee. For more information about recharge, see "About Recharge" in Chapter 3.

CLASSIFICATION (B)

UNON - The union number displays.

SUB - The sub-union number displays.

RPCL - This field is not used.

FRMN (Foreman) - The foreman code displays.

OCCUP - The occupation code displays.

E (Ethnic Code) - The ethnic code displays.

CRW (Crew) - The crew code displays.

PRJM (Project Manager) - The project manager displays.

AFE NO. - The AFE number displays.

EXPENSE DISTRIB. (C)

JOB - The job number displays.

(Cost Code) - The cost code displays.

CT (Cost Type) - The cost type displays.

JOB STATE - The job state displays. If the transaction is a salary recharge, this field is not filled.

WORK OR. (Work Order Number) - The work order number displays.

LOCATION (D)

SUI - The state code where the employee pays unemployment insurance displays.

CITY - The tax city code displays.

TAX - The tax state displays.

CNTY - The tax county displays.

TICKET NO. - The ticket number displays.

CERT.PR (E)

JOB - The job worked displays. All jobs worked are printed here. If the job is flagged in the Job Master for certified payroll reporting, the job will appear on the Certified Payroll Report.

NOCT (No Certified Payroll) - If an employee is exempt from certified payroll, a "Y" displays. The payroll amounts will not appear on the Certified Payroll Report.

HOURS (F)

TOTAL - The total number of hours the employee worked displays.

1 - The hours worked at wage rate 1 display.

2 - The hours worked at wage rate 2 display.

3 - The hours worked at wage rate 3 display.

4 - The hours worked at wage rate 4 display.

5 - The hours worked at wage rate 5 display.

WAGE RATES (G)

1 - The amount used for calculating wage rate 1 displays.

2 - The amount used for calculating wage rate 2 displays.

3 - The amount used for calculating wage rate 3 displays.

4 - The amount used for calculating wage rate 4 displays.

5 - The amount used for calculating wage rate 5 displays.

INSR (H)

S (Insurance State) - The state code for workmen's compensation insurance displays.

RF (Insurance Reference) - The workmen's compensation reference number displays.

CLS (Insurance Class) - The workmen's compensation class code displays.

SPECIAL PAY (I)

CKTY (Check Type) - The check type code used for the record displays.

PYCDT (Pay Code, Taxable) - If the pay code used for the lump sum is taxable, the code displays.

TAXABLE - If the lump sum is taxable, the amount displays.

SK (Sick) - If the record is for sick time, a "Y" displays.

PYCDN - (Pay Code, Non-taxable) The pay code for a non-taxable amount displays.

NON-TXB - The non-taxable amount for the non-taxable pay code displays.

EQUIPMENT (J)

WORKED - The equipment code for the equipment worked displays.

HOURS - The hours the equipment was worked displays.

DIFF - The Equipment Rate Code for the equipment worked displays.

MAINT - The equipment code for the equipment maintained displays

ITEM PHSE - The item and phase coding for the equipment maintained displays.

EQCT - The equipment cost type displays.

EXTENSION (K)

VACATION-IN - The system multiplies the hours worked by the vacation-in rate in the Union Master file and displays the vacation in amount.

TAXBL GROSS - The system multiplies the wage rates by hours worked at the rate and displays the total.

ENTITL - The entitlement code displays.

DATE - The date for the transaction displays.

Total Lines

At the end of the transactions listed for each employee, the report prints the following totals:

TOTALS FOR CHECK TYPE - The report summarizes transaction information by check type for each employee.

BANK - The bank account code for each check type displays.

TAXABLE GROSS - The total taxable gross for the employee displays.

VACATION-IN - The total vacation-in amount for the employee displays.

NON-TAXABLE GROSS - The total non-taxable gross for the employee displays.

VACATION-OUT - The total vacation-out amount displays.

DUES - The total deducted for union dues displays.

INITIATION - The total deducted for union initiation displays.

UNION MISC - The total deducted for miscellaneous union deductions displays.

Report Totals

1. BANK SUMMARY TOTALS

BANK - The bank account code for each summary displays.

TAXABLE GRS - The total taxable gross for the bank code displays.

NTAXBLE GRS - The total non-taxable gross for the bank code displays.

TOTAL - The total taxable and non-taxable gross for all bank codes displays.

2. PAYROLL SUMMARY

TOTAL RECORDS - The system totals the number of records on the report.

TOTAL GROSS - The system totals taxable and non taxable gross.

TAXABLE PAY CD - The total amount for all taxable pay codes displays.

NTAXBLE PAY CD - The total amount for all non-taxable pay codes displays.

1 HOURS -The total wage rate 1 hours for this weekly gross displays.

2 HOURS - The total wage rate 2 hours for this weekly gross displays.

3 HOURS - The total wage rate 3 hours for this weekly gross displays.

4 HOURS - The total wage rate 4 hours for this weekly gross displays.

5 HOURS - The total wage rate 5 hours for this weekly gross displays.

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WEEKLY GROSS REGISTER

CLASSIFICATION		EXPENSE DISTRIB.		LOCATION		CERT.PR		HOURS		WAGE		RATES		INSR		SPECIAL PAY		EQUIPMENT		EXTENSION			
	(B)		(C)		(D)		(E)		(F)			(G)		(H)		(I)		(J)		(K)			
BATCH		UNON SUB RPCL FRMN		JOB Ct Tk Sbt		SUI CITY		JOB		TOTAL		1	2	1	2	S RF	CKTY PYCDT	TAXABLE	WORKED HOURS DIFF	VACATION-IN	ENTITL		
INDEX		OCCUP E CRW PRJW		CT JOB STATE		TAX CNTY		NOCT		3	4	5	4	3	5	CLS	SK PYCDN	NON-TXB	MAINT ITEM	PHSE	TAXBL GROSS	DATE	
AFE NO.		WORK OR.		TICKET NO.														EQCT					

00003		SHINTAZO		JAIME		659-34-2110																	
996		200 L		3 01 002 0000		6 1001		3		48.00		40.00		21.2500		31.8800		6					
00005		1 241 O		01 6 6 100						8.00				42.5000				100		1,190.00 062599			
												00											

TOTALS FOR CHECK TYPE										BANK WF		48.00		40.00		TAXABLE GROSS		1,190.00		.00			
										8.00				NON-TAXABLE GROSS		.00		VACATION-OUT		.00			
																INITIATION		.00		UNION MISC. .00			

00012		RONSTON		JACK		F 671-19-1278																	
996		7		3 01 002 0000		6 1001		3		40.00		40.00		26.5000		39.7500		6		88.00			
00011		3 701 B		01 6 6 100		Y								53.0000				100		1,148.00 062599			
												00											

TOTALS FOR CHECK TYPE										BANK WF		40.00		40.00		TAXABLE GROSS		1,148.00		88.00			
														NON-TAXABLE GROSS		.00		VACATION-OUT		.00			
																INITIATION		.00		UNION MISC. .00			

00013		LOSHINI		AMY		543-35-2987																	
100		100		3 01 002 0000		6 1001		3		42.00		40.00		25.0000		37.5000		6		1020 12.00 1 141.96			
00001		1 301 I		01 6 6 100										50.0000				100		04 1,216.96 062399			

TOTALS FOR CHECK TYPE										BANK WF		42.00		40.00		2.00		TAXABLE GROSS		1,216.96		141.96	
																NON-TAXABLE GROSS		.00		VACATION-OUT			
																		INITIATION		.00 DUES .00			
																				UNION MISC. .00			

996		100		3 01 002 0000		6 1001		3						25.0000		37.5000		6		B 100 500.00			
00002		1 301 I		01 6 6 100										50.0000				100		00 500.00 062599			

TOTALS FOR CHECK TYPE										B BANK WF						TAXABLE GROSS		500.00		.00		VACATION-IN	
																NON-TAXABLE GROSS		.00		VACATION-OUT			
																		INITIATION		.00 DUES .00			
																				UNION MISC. .00			

TrueLine Documentation-Construction

WEEKLY GROSS REGISTER

CLASSIFICATION		EXPENSE DISTRIB.			LOCATION		CERT.PR	HOURS		WAGE		RATES		INSR	SPECIAL PAY		EQUIPMENT		EXTENSION		
		(B)			(C)	(D)		(E)	(F)		(G)		(H)		(I)		(J)		(K)		
BATCH		UNON SUB RPCL FRMN		JOB Ct Tk Sct		SUI CITY	JOB	TOTAL	1	2	1	2	3	4	5	S RF	CKTY PYCDT	TAXABLE	WORKED HOURS DIFF	VACATION-IN	ENTITL
INDEX		OCCUP E CRW PRJW		CT JOB STATE		TAX CNTY	NOCT	3	4	5	3	4	5	6	7	CLS	SK PYCDN	NON-TXB	MAINT ITEM	PHSE	TAXBL GROSS
AFE NO.		WORK OR.		TICKET NO.																	

00022		HOMES		GREG		562-14-3214															
000		100		3 01 002 0000		6 1001		3		15.00		15.00				21.2500		31.8800		6	
00001		1 241		01		6 6 100										42.5000				100	
																		00		50.70	
																				369.45	
																				062599	

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WEEKLY GROSS REGISTER

1. BANK SUMMARY TOTALS			

BANK	TAXABLE GRS	NTAXBLE GRS	
WF	6,294.81	.00	

TOTAL	6,294.81	.00	

2. PAYROLL SUMMARY			

TOTAL RECORDS...		7	
TOTAL GROSS....	6,294.81		
TAXABLE PAY CD..	500.00		
NTAXBLE PAY CD..	.00		
1 HOURS.....	215.00		
2 HOURS.....	2.00		
3 HOURS.....	8.00		
4 HOURS.....	.00		
5 HOURS.....	.00		

Recharge Register (MCP209)

Access

Menu 107, Option 31

Purpose

The system generates the Recharge Register (MCP209) report when you specify that recharge time and rates should be calculated and processed in P/R Definition Setup and you run the Weekly Gross process.

Use this report to review salaried records that are being recharged. Time for employees with a recharge code in the Labor Master will appear on this report.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 31, Weekly Gross. The system displays the standard report request screen with the title Weekly Gross Processing.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

The system automatically generates the Recharge Register displaying the information you entered through time entry.

Contents

The information in this report comes from the Employee Time Transactions file (B5TIME MBR 2) and the Pay Period Date Schedule file (J5DATE).

A sample report follows this description.

Column Headings

BTC (Batch) - The batch number in which the original transaction was updated displays.

INDEX - The number assigned by the system to identify time entry records in the batch displays.

EMPN (Employee Code) - The employee number from the time record displays.

FRMN (Foreman Code) - The foreman code from the time record displays.

PRGM (Project Manager) - The project manager code from the time record displays.

CRW (Crew) - The crew code from the time record displays.

WONO (Work Order Number) - The work order number from the time record displays.

JOB NO - The production job to which the recharge is posted displays.

(Cost Code) - The cost code to which the recharge is posted displays.

CT - The cost type to which the recharge is posted displays.

HOURS - The hours being recharged displays.

RATE - The recharge wage rate displays.

AMOUNT - The system multiplies the hours by the rate to find the amount to recharge.

EQPW (Equipment Worked) - The equipment code for equipment worked displays.

CT - The equipment cost type displays for equipment used on a recharge record.

HOURS - The hours the equipment was used on a recharge record displays.

D (Rate Code) - The rate code used to derive the equipment use rate displays.

EQPM (Equipment Maintained) - The equipment code for equipment maintained displays.

ITEM PHS - The item and phase that indicate the kind of work performed on the equipment maintained.

DATE - The date to which the recharge information is posted displays.

Total Lines

TOTALS - The report prints the total of all transactions for three columns: employee hours, amount, and equipment hours.

TrueLine Documentation-Construction

RECHARGE REGISTER

P/R PERIOD ENDING DATE 6/25/99 PAGE 1

BTC INDEX	EMP#N	FRMN	PRGM	CRW	WONO	JOB NO	Ct	Tk	Sbt	CT	HOURS	RATE	AMOUNT	EQFW	CT	HOURS	D	EQM	ITEM	PHS	DATE	
200	00003	00040	00001	00040	123	42516	3	01	002	0000	01	10.00	120.0000	1200.00	04	4.00	1				6/25/99	
																		1020				

TOTALS	10.00	1200.00	4.00
--------	-------	---------	------

Scheduled Deductions (MCP275)

Access

Menu 107, Option 31

Purpose

The system automatically generates the Scheduled Deductions (MCP275) report when you run the weekly gross process.

Use this report to review the miscellaneous and 401K/125S deductions that will be posted for each employee during the current check generation process. The report sorts by employee code.

You can reprint the Scheduled Deductions (MCP275) report for a pay period before you perform the pay cycle completion. For more information, see “Reprint Scheduled Deductions” in this chapter.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 31, Weekly Gross. The system displays the standard report request screen with the title Weekly Gross Processing.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

The system automatically generates the Scheduled Deductions report displaying employee deductions to be taken at check generation.

Contents

The information in this report comes from the following files:

Pay Period Date Schedule file (J5DATE)	Labor Master file (AGLBMS)
Deductions Master file (B0DEDC)	401K Deductions Master file (C0DEDC)
Employee Deduction file (A5EDED)	Labor Master--401K Deductions file (AJLBMS)
Labor Master Deductions file (ADLBMS)	Earnings--Federal and Base file (BAERGS)

The report sorts by employee number.

A sample report follows this description.

Row Headings

CHECK TYPE - The check type for which the deduction is scheduled to be taken

displays.

The following information identifies each deduction scheduled to be taken for a specific employee:

(Deduction Number) - The system displays the code that identifies the scheduled deduction.

(Deduction Description) - The system displays the description of the deduction next to the deduction code.

(Deduction Type) - The system indicates the type of deduction. Valid types are:

miscellaneous	union
pre-union	pre-tax

Column Headings

EMPLOYEE - The employee number displays. The system also displays the employee's last name, first name, middle initial, and social security number next to the code.

PER HOUR - The amount scheduled to be deducted per hour worked displays.

PER DAY - The amount scheduled to be deducted per day worked displays.

PERIOD LIMIT - The maximum amount that can be deducted in a single pay period displays.

This field corresponds with the period target amount in the Deduction Master or 401K/125S Deduction Master.

PERCENT DEDC - The percent of pay scheduled to be deducted displays. The percent is based on gross amount unless the report prints "From Net" after the percent.

This field corresponds with the period percentage of gross target amount in the Deduction Master or 401K/125S Deduction Master.

AT LEAST - The minimum gross amount the employee must earn before the deduction will be taken displays.

This field corresponds with the Do Not Deduct from Gross Less Than amount in the Deduction Master or 401K/125S Deduction Master.

MAX AMOUNT - For miscellaneous deductions, the maximum amount which can be deducted within a single pay period displays even if the percentage of earnings to be taken calculates beyond this amount.

For 401K/125S deductions, the net amount to leave an employee even if the percentage of earnings to be taken calculates beyond this amount.

MONTHLY TARGET - The maximum amount that can be deducted within a single payroll month displays.

YEARLY TARGET - The maximum amount that can be deducted within a payroll year displays.

TOTAL TARGET -The maximum that can be deducted over the life of the scheduled deduction displays.

EMPLOYEE	PER HOUR	PER DAY	PERIOD LIMIT	PERCENT DED.	AT LEAST	MAX. AMOUNT	MONTHLY TARGET	YEARLY TARGET	TOTAL TARGET
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----

00003 SHINTAZO JAIME 659-34-2110

CHECK TYPE 5 HEALTH INSURANCE MISCELLANEOUS
\$ 2.00 .00
20 FED TAX GARNISHMENTS
\$.00 .00 10.00
MISCELLANEOUS

00012 RONSTON JACK F 671-19-1278

CHECK TYPE 20 FED TAX GARNISHMENTS MISCELLANEOUS
\$.00 .00 10.00% FROM GROSS .00 100.00

00013 LOSHINI AMY 543-35-2987

CHECK TYPE 24 UNION DEDUCTION UNION
\$.00 .00
25 BEFORE UNION DEDUCTION PRE-UNION
\$.00 .00 50.00
30 125S DEDUCTION PRE-TAX
\$ 1.00 3.00 5.00% FROM GROSS 200.00 60.00 200.00 1500.00 30000.00

00022 HOMES GREG 562-14-3214

CHECK TYPE 145 DEDUCTION
20.00 10.00% 460.00 300.00 300.00 1500.00 30000.00

00025 ROYCE ALBERT 785-45-8921

CHECK TYPE 110 125 DEDUCTION
200.00 100.00% .00
10 CHILDS SUPPORT MISCELLANEOUS
\$.00 .00 200.00

Payroll Check Generation

Access

Menu 107, Option 32

Reports

New State W-4 Records Listing (MCP289)

Deductions Not Taken Listing (MCP280)

Direct Deposit Transaction Report (MCP203)

Payroll Checks (MCP235 or MCP233)

Time sheets (for Printed Forms) (MCP293)

Payroll Register (MCP248)

Prepay Final Register (MCP300)

Pay Period Federal Taxable Payroll (MCP320)

Pay Period State Taxable Payroll (MCP321)

Description

Use this option to submit the Payroll check generation processing job and print payroll checks. Checks are selected and generated by bank account code. You can process one, some, or all bank accounts at one time.

For more information about the default scheme the system uses to find the bank account to use for the check, see the Appendix.

Once you are satisfied that all Time Entry and Prepay Entry records are correct, you can generate payroll checks. This process accomplishes the following:

- ◆ Deletes all prepays that do not have matching Time Entries
- ◆ Calculates the Gross to Net for each check type
- ◆ Prints the reports listed above
- ◆ Updates the Labor Master Earnings file
- ◆ Updates the year-to-date, month-to-date, and period-to-date fields in deduction history files

We recommend that you place checks on hold until you verify that the Payroll Register is correct.

In the Check Generation process, the system performs final calculations for all updated records, even those not yet printed. The system also adds multiple records for an employee and compares scheduled deductions against limits. You can choose to print some checks now while you delay printing others, selecting by bank account code.

Once you submit the check generation process, you cannot re-select Check

Generation. To reprint checks or print not-yet-printed checks you must use the Reprint Payroll Checks option. The reprint function does not recalculate checks.

Check Generation also sets scheduling locks so that you are not allowed to perform specific tasks until you complete others. For information about which locks are set and how to remove them, see the Chapter 4 overview in this chapter.

Payroll Recycle Recovery allows you to undo the check generation process. You can then use check generation to run the check process again without scheduling locks and without redundant calculations.

Descriptions of the reports generated during the Check Generation process follow this task.

Procedure

Step 1: At the P/R Period Processing Menu (107), choose Option 32, Check Generation. The system displays the Payroll Check Generation screen.

Step 2: At the Payroll Check Generation screen, type the information according to the Field Descriptions. Select (“X”) the bank for which you want to print checks.

To select more than one bank, hold Control and press Select (“X”) for the banks you want.

To submit the checks to print, press F6.

Note: When you send the checks to the printer from the spooled file, the system displays a message to remind you to load the appropriate check forms. This form type comes from the Bank Master file.

Step 3: To return to the menu without printing, press F3.

Payroll Check Generation Screen

The system displays this screen when you select Check Generation at the P/R Period Processing Menu.

Use this screen to select the payroll checks to generate. You can also use this screen to confirm the correct bank account has been used for payroll checks.

Help

To submit the final check calculations and reports for all checks, and to print checks for selected bank accounts, enter the beginning check number and check date.

Click to select the bank account(s) that you wish to print (an X will appear in the last column) and press F6 to submit.

You must select at least one bank account for printing in order to submit the check generation process.

Bank	Account description	Forms		Beg.chk	Date	Scheduled
WF	PAYROLL CHECKING	WELLS	1		0/00/00	<input checked="" type="checkbox"/>

Enter=OK F3=Exit F6=Submit F12=Cancel

Field Descriptions

BANK - Display only. The system displays the bank account code for each bank account on which checks may be drawn.

ACCOUNT DESCRIP. (Account Description) - Display only. The system displays the account description from the Bank Master file.

If there is no account description, the system prints "No. Desc."

FORMS - Display only. The system displays the form description from the Bank Master file.

If there is no description in the Bank Master, the system prints "BNKCKS XX," replacing the XX with the bank account code.

STATUS - Display only. The system displays a status code of "1" meaning "not printed."

BEG.CHK (Beginning Check) - Required, display only if you indicate to protect the check number in P/R Definition Setup. Maximum 7 digits. Type the check number to be used on the first check of the current run for each bank account.

The system automatically uses the next check number based on the check number in the Bank Master.

Note: If your printer requires lead checks for alignment, be sure that the number you enter is the number of the first check that actually prints.

DATE - Required, display only if you indicate to protect the check number in P/R Definition Setup. Maximum 6 digits. Type the date you want to appear on the checks. The date must be a valid date in the current payroll month.

SCHEDULED - Required for at least one bank. Maximum 1 character. To print checks drawn on a specific bank account, select the record ("X"). The system performs the final calculations for all checks at the time you submit any checks to print.

To select multiple bank accounts, hold Control and press Select ("X") for each bank you want.

Your printer message will inform you which forms to load for checks and reports.

Note: If you do not submit all bank accounts with this option, the checks for additional banks can be printed through Reprint Checks. You can also use the Recycle Recovery process to return to this screen and select all banks.

Function Key Descriptions

F3 Return to the menu without submitting the check generation process.

F6 Submit the check generation process.

F12 Return to the menu without submitting the check generation process.

Enter Edit the information.

Roll Display additional records not shown.

New State W-4 Records Created (MCP289)

Access

Menu 107, Option 32

Purpose

The system automatically generates the New State W-4 Records (MCP289) report when an employee works in a new state and you enter time for the employee during the pay period. The report displays the information the system used to create the new record.

Use this report to review the state tax records the system generated.

If state specific information does not exist for an employee, the system creates the state record by using the federal marital status and exemptions from the Labor Master.

If the state information differs from federal information, you will need to maintain the state record for the employee.

To have the system use the maintained information in check calculations, you will need to perform Recycle Recovery and maintain the state record in the employee master. The system will then re-calculate weekly gross and checks based on the state information specified. For more information, see “Personnel Data Maintenance” in Chapter 3.

Print Procedure

Step 1: At the P/R Period Processing Menu (107), choose Option 32, Check Generation. The system displays the Payroll Check Generation screen.

Step 2: At the Payroll Check Generation screen, type the information according to the Field Descriptions. Select the bank for which you wish to print checks.

To submit the report to print, press F6.

Step 3: To return to the menu without printing, press F3.

Contents

The information in this report comes from the following files:

Payroll Date Schedule Master File (J5DATE)	State Master (B4STAT)
Labor Master (AGLBMS)	Labor Master - Federal And Base (AALBMS)
Labor Master - State (ABLBMS)	Labor Master - City (ACLBMS)
Labor Master - Unions (AELBMS)	Labor Master - County (AFLBMS)
Earnings - Federal And Base (BAERGS)	State Earnings (BBERGS)
Earnings - City (BCERGS)	Earnings - Unions (BEERGS)
Earnings - County (BFERGS)	

A sample report follows this description.

Column Headings

EMPLOYEE - The employee number, last name, first name, and middle initial display.

STATE - The state code and description for which the new W-4 record was created display.

MARITAL STATUS - The marital status used for the state calculations displays. The system uses the federal marital status from the Labor Master.

FEDERAL EXEMPTIONS - The number of exemptions used for the state calculations displays. The system uses the federal exemptions from the Labor Master.

TrueLine Documentation-Construction NEW STATE W-4 RECORDS CREATED FOR PAY PERIOD 6/25/99

EMPLOYEE	STATE	MARITAL STATUS	FEDERAL EXEMPTIONS
00013 LOSHINI AMY	4 ARIZONA	1	1

Deductions Not Taken Listing (MCP280)

Access

Menu 107, Option 32

Purpose

When you run the Check Generation process, the system automatically generates the Deductions Not Taken Listing (MCP280) if the system was unable to apply miscellaneous deductions.

Use this report to review deductions the system could not take. The report does not displays 401K/125S deductions not taken.

The system applies miscellaneous deductions in order by deduction number.

Usually, the system was unable to take the deduction because the amount exceeded the available net. If the system cannot take all of a miscellaneous deduction amount, it does not take any of it unless the amount is calculated as a percentage of gross or net, in which case the system takes as much as is left after taxes and other deductions.

For more information on deductions, see “About Setting Up Deduction Records” and “About Deduction Tables” in Chapter 3.

The report begins a new page for each category of deductions: miscellaneous, before union, and union. Within each category, the report sorts by employee number.

Print Procedure

- Step 1:** At the P/R Period Processing Menu (107), choose Option 32, Check Generation. The system displays the Payroll Check Generation screen.
- Step 2:** At the Payroll Check Generation screen, type the information according to the Field Descriptions. Select the bank for which you wish to print checks.
- To submit the report to print,** press F6.
- Step 3:** To return to the menu without printing, press F3.

Contents

The information in this report comes from the following files:

Payroll Date Schedule Master File (J5DATE)	Labor Master file (AGLBMS)
Labor Master--Deductions file (ADLBMS)	Employee Deduction file (A5EDED)
State Earnings file (BBERGS)	Earnings--City file (BCERGS)
Earnings--Deductions file (BDERGS)	Earnings--County file (BFERGS)
Earnings--Federal and Base file (BAERGS)	Deductions Master file (B0DEDC)
Prepays--Federal and Base file (CAPPAY)	Prepays--Deductions file (CDPPAY)

State/City/County Codes For Tax-Exempt Deducts file (BISTEX)
--

A sample report follows this description.

Column Headings

EMP # - The employee number displays.

NAME - The employee's last name, first name, and middle initial displays.

SSN -The employee's social security number displays.

DEDUCT NO -The deduction number of the deductions the system was unable to take displays.

TrueLine Documentation-Construction				DEDUCTIONS NOT TAKEN LISTING	
EMP	NAME	SSN	DEDUCT NO	DATE	PAGE
00014	ABUFDDEE	568-95-9815	035	4/20/99	1

Direct Deposit Transaction Report (MCP203)

Access

Menu 107, Option 32

Purpose

If you indicate in P/R Definition Setup that you are using direct deposit and a pay cycle includes records for an employee using direct deposit, the system automatically generates the Direct Deposit Transaction Report (MCP203) when you run the Payroll Check Generation option.

Use this report to review the records that are generated for direct deposit. The first time a bank account is entered for an employee for direct deposit, the system generates the pre-notification record. If errors appear on the report, you will need to perform a recycle/recovery, correct master files as necessary and rerun the regular payroll process.

The report sorts by bank account and then according to the sort order you specify in P/R Definition Setup.

Print Procedure

Step 1: At the P/R Period Processing Menu (107), choose Option 32, Check Generation. The system displays the Payroll Check Generation screen.

Step 2: At the Payroll Check Generation screen, type the information according to the Field Descriptions. Select the bank for which you wish to print checks.

To submit the report to print, press F6.

Step 3: To return to the menu without printing, press F3.

Contents

The information in this report comes from the following files:

Payroll Date Schedule File (J5DATE)	Bank Master (G7BKFL)
Labor Master (AGLBMS)	Direct Deposit Transmission Control File (BMDXMT MBR 1)
Direct Deposit Transaction File (BLDDTL)	Direct Deposit Master File (BKDDEP)
Earnings - Federal And Base (BAERGS MBR 1)	

A sample report follows this description.

Row Headings

BANK (CODE AND ACCOUNT DESCRIPTION) - The bank account code and description of the bank account against which the funds are drawn display.

Column Headings

EMPLOYEE - The employee code, last name, first name, and middle initial from the Labor Master display.

CHECK TYPE - The check type from Time Entry displays.

BANK R/T NO - The bank routing (transit) code for the account to which the funds are deposited displays from the Labor Master.

BANK ACCOUNT NO - The bank account number to which the funds are deposited displays from the Labor Master.

C=CHECKING S=SAVINGS - The displayed code that indicates whether the bank account is a checking or savings account.

AMOUNT - This is the actual amount to be deposited to the account. For pre-notification, this field remains blank.

Total Lines

TRANSACTION COUNT - For each bank account code, the number of transactions displays.

EMPLOYEE COUNT - The number of employees with transactions for the bank code displays.

BANK TOTAL - For each bank account code, the total amount to be paid by the bank account for direct deposit.

Message Lines

PRE-NOTIFICATION - If the record has been transmitted as pre-notification, the report prints this message.

TrueLine Documentation-Construction

DIRECT DEPOSIT TRANSACTION REPORT

DATE 4/01/99 PAGE 1

EMPLOYEE	CHECK TYPE	BANK R/T NO.	BANK ACCOUNT NO.	C=CHECKING S=SAVINGS	AMOUNT
BANK WF PAYROLL CHECKING					
00001 PORTER, JON		321070007	9594056001	S	100.00
00001 PORTER, JON		124563011	281-9685241	S	50.00
00001 PORTER, JON		321070007	9594052384	C	40.69
			CHECK TOTAL		190.69
00003 SHINTAZO, JAIME		125471415	959-453-1289	C	630.76
00013 LOSHINI, AMY		025484613	9154516522	C	
	5	TRANSACTION COUNT	EMPLOYEE COUNT 3	BANK TOTAL	821.45

Print Alternate Payroll Checks (MCP233)

Access

Menu 107, Option 32

Purpose

When you print prepay checks, the system generates the alternate format (CMAS) checks (MCP233), depending on the format you selected in the P/R Definition Setup. The system prints only those checks for banks selected at Check Generation.

If you select to print checks for only one bank during Check Generation, you will need to use reprint checks to print checks for additional banks.

The checks are held in an outqueue until you load the proper check forms and instruct the system to proceed with printing. After you have verified that all the information on the check generation reports is correct, you can send the checks to the printer.

If review of the reports indicates that information is incorrect, you can delete the checks in the outqueue, recycle, make corrections, and run the check generation process again.

Checks are printed in the sort order you specify in P/R Definition Setup.

If employee information does not fit on the check stub, the system prints an overflow stub as a separate check print. A sample overflow stub follows the check sample.

Print Procedure

- Step 1:** At the P/R Period Processing Menu (107), choose Option 32, Check Generation. The system displays the Payroll Check Generation screen.
- Step 2:** At the Payroll Check Generation screen, type the information according to the Field Descriptions. Select the bank for which you wish to print checks.
- To submit the report to print,** press F6.
- Step 3:** To return to the menu without printing, press F3.

Contents

The information on the check and stub comes from the following files:

Labor Master - Federal And Base (AALBMS)	Labor Master (AGLBMS)
Union Master (A0UNIN)	Deductions Master (B0DEDC)
State Earnings (BBERGS)	Earnings - City (BCERGS)
Earnings - Deductions (BDERGS)	Earnings - Unions (BEERGS)
Earnings - County (BFERGS)	Earnings- 401K Contributions (BJERGS)

County Table (B3CNTY)	State Table (B4STAT)
City Table (B6CITY)	Prepays - Deductions (CDPPAY)
Prepays - 401K Deductions (CJPPAY)	Prepays - Federal And Base (CAPPAY)
401K Deductions Master (C0DEDC)	Direct Deposit Master File (BKDDEP)

A sample alternate format check follows this description.

Check Stub Heading

The following information prints on both the check stub and the overflow stub.

(Employee Code) - The employee code displays.

(Employee Name) - The first and last name of the employee displays.

(Occupation Code) - The employee's occupation code displays.

(Date) - On the check stub, the week ending date displays. On the overflow stub, the check date displays.

(Check Number) - The check number displays.

(Last Job Worked) - The last job on which the employee worked displays. This number does not display on the overflow stub.

(Net) - The net amount paid on the check displays.

Row Headings

EARNINGS

REGULAR PAY - The description of the earnings, the hours worked, wage rate, and gross amount included on the check display.

OVERTIME PAY - The description of the earnings, the hours worked, wage rate 2, and gross amount included on the check display.

PREMIUM PAY - The description of the earnings, the hours worked, wage rate 3, and gross amount included on the check display.

RATE 4 - The description of the earnings, the hours worked, wage rate 4, and gross amount included on the check display.

RATE 5 - The description of the earnings, the hours worked, wage rate 5, and gross amount included on the check display.

VACATION IN - The gross amount added for vacation in displays.

LUMP SUM (Taxable Lump Sum) - The total taxable lump sum displays.

NON TAXABLE (Non-taxable Lump Sum) - The non-taxable amount displays.

DEDUCTIONS/BENEFITS

(State) SUI - The SUI employee deductions by state display.

(Union) VACN - The union deductions display.

(Miscellaneous Deductions) - Each miscellaneous deduction is listed by description and amount.

(401K/125S Deductions/Contributions) - The 401K deductions and 125S contributions display.

PRPY CK XXXXXXXX - The prepay check number and net amount from prepay checks display.

Column Headings

For each column below, the check stub prints the current amounts on the first line, and the year-to-date amounts on the second line.

(Gross) - The system combines straight earnings, premium earnings, taxable lump sum, and vacation in and subtracts the deductions taken before tax.

(Federal Withholding Tax) - The amount withheld for federal income tax displays.

(FICA) - The total withheld for both FICA OASDI and HI displays.

(SIT) - The total state income tax withheld displays.

(City/County) - The total of city and/or county income tax withheld displays.

(SDI) - The total state disability insurance deduction withheld displays.

Check Rows

(Check Date) - The check date displays.

(Check Number) - The check number displays.

(Employee Name) - The employee's first name, middle initial, and last name displays.

(Net Amount) - The net amount of the check printed in numbers displays.

(Net Amount) - The net amount written in text displays.

(Employee Name and Address) - The name and address from the Labor Master displays. Valid addresses are:

Address 1 No Address Address 2

Overflow Stub - The following information prints on the overflow stub:

ENTITLEMENT - The entitlement code displays for all entitlements the employee has accrued.

DESCRIPTION - The description of the entitlement displays.

HOURS AVAILABLE - The system calculates the hours still available to the employee for the entitlement by subtracting the hours taken from the hours accrued.

Alternate View Check Print (MCP233)

00001	PORTER, JON	301	6/25/99	2222	3	\$190.69
REGULAR PAY	40.00	15.000	600.00	CALIFORNIA SUI	37.72	
VACATION IN			135.20	CEMENT MAS VACN	135.20	
				INITIATION	10.00	
				FED TAX GARNISH	5.00	
				125S DEDUCTION	45.00	
				401 K DEDUCTION	36.76	
				EMPLOYER/EMPLOY	14.70	
638.74	103.95	53.43	27.34	40.49	34.92	
4838.47	1016.72	305.06	393.97	322.09	199.38	

Company Name

Bank Name

6/28/992222

JON PORTER

*****VOID****

JON PORTER
123 WATERS AVE
THISTLEY, CA95555

Overflow Stub (MCP233)

00001 PORTER, JON 301 6/28/99 2222 \$190.69

ENTITLEMENT	DESCRIPTION	HOURS AVAILABLE
D	Dependent Care Plan	40.00
H	Holiday Pay	16.00
I	Vision Plan	1.60
S	Sick Pay	28.00
V	Vacation Pay	13.00

Print Standard Payroll Checks (MCP235)

Access

Menu 107, Option 32

Purpose

When you print prepay checks, the system generates the standard format checks (MCP235), depending on the format you selected in the P/R Definition Setup. The system prints only those checks for banks selected at Check Generation.

If you select to print checks for only one bank during Check Generation, you will need to use reprint checks to print checks for additional banks.

The checks are held in an outqueue until you load the proper check forms and instruct the system to proceed with printing. After you have verified that all the information on the check generation reports is correct, you can send the checks to the printer.

If review of the reports indicates that information is incorrect, you can delete the checks in the outqueue, recycle, make corrections, and run the check generation process again.

Checks are printed in the sort order you specify in P/R Definition Setup.

If employee information does not fit on the check stub, the system prints an overflow stub as a separate check print. A sample overflow stub follows the check sample.

Print Procedure

Step 1: At the P/R Period Processing Menu (107), choose Option 32, Check Generation. The system displays the Payroll Check Generation screen.

Step 2: At the Payroll Check Generation screen, type the information according to the Field Descriptions. Select the bank for which you wish to print checks.

To submit the report to print, press F6.

Step 3: To return to the menu without printing, press F3.

Contents

The information on the check and stub comes from the following files:

Labor Master - Federal And Base (AALBMS)	Labor Master (AGLBMS)
Union Master (A0UNIN)	Deductions Master (B0DEDC)
State Earnings (BBERGS)	Earnings - City (BCERGS)
Earnings - Deductions (BDERGS)	Earnings - Unions (BEERGS)
Earnings - County (BFERGS)	Earnings- 401K Contributions (BJERGS)
County Table (B3CNTY)	State Table (B4STAT)

City Table (B6CITY)	Prepays - Deductions (CDPPAY)
Prepays - 401K Deductions (CJPPAY)	Prepays - Federal And Base (CAPPAY)
401K Deductions Master (C0DEDC)	Direct Deposit Master File (BKDDEP)

A sample standard format check follows this description.

Check Columns

(Employee Code) - The employee code displays.

(Check Date) - The date the check was written displays. The date is that submitted with the check print process.

(Check Number) - The check number displays. Check numbers are printed sequentially based on that submitted with the check print process.

(Net Amount) - The net amount or VOID displays. If the employee is paid by check, the amount displays. If the employee is set up for direct deposit or paid with a prepay, VOID displays.

Check Rows

(Employee Name) - The system prints the first name, middle initial, and last name for the employee code.

(Address) - The address selected on the Labor Master displays. Valid addresses are:

Address 1 No Address Address 2

Check Stub Heading

(Employee Name) - The first and last name of the employee displays.

(Employee Code) - The employee code displays.

(Social Security Number) - The social security number from the Labor Master displays.

(Net) - The net amount paid on the check displays.

(Date) - The check date displays on the check stub. On the overflow stub, the week ending date displays.

(Check Number) - The check number displays.

Check Stub Column Headings

HOURS

1 - The number of hours the employee worked at wage rate 1 displays.

2 - The number of hours the employee worked at wage rate 2 displays.

3 - The number of hours the employee worked at wage rate 3 displays.

4 - The number of hours the employee worked at wage rate 4 displays.

5 - The number of hours the employee worked at wage rate 5 displays.

TOTAL - The system displays the total number of hours the employee worked.

Note: The total hours here will not include entitlement hours taken. However, the hours worked plus the entitlement hours will be totaled in the employee's earnings files.

EARNINGS

ST (Straight) - The system calculates the gross amount earned at wage rate 1 and displays the total.

PREM (Premium) - The system calculates the gross amount earned at wage rates 2-5 and displays the total.

TPC (Taxable pay code) - The total lump sum paid through taxable pay codes displays.

NTPC (Non taxable pay code) - The total lump sum paid through non-taxable pay codes displays.

VACIN (Vacation In) - The total calculated for vacation-in displays.

GROSS - The system combines straight earnings, premium earnings, taxable lump sum, non-taxable lump sum, and vacation in and displays the gross.

If the following information does not fit on the regular check stub, the system prints an overflow stub.

IDENT (Identifying Code) - The codes that identify cities, counties, and states for tax purposes, and miscellaneous and union deductions display.

DESCRIPTION -The description of the cities, counties, states, miscellaneous deductions, unions, and prepay checks display.

PREPAY/VAC - The prepay check amount deducted from this check and vacation-out amount display.

TAX/DUES - The amount of city, county, and state income tax withheld, and the amount of union dues deducted display.

SDI- The amount withheld for state disability insurance displays.

SUI/INIT - The system displays the total withheld for state unemployment insurance and for union initiation fees.

MISC. DED - The amount of miscellaneous deductions displays.

E CDE (Entitlement Code) - The entitlement code displays for all entitlements the employee has accrued.

ENTITLEMENT DESCRIPTION - The description of the entitlement displays.

HOURS TAKEN - The entitlement hours taken for the pay period display.

AMOUNT TAKEN - The value of the hours taken for the pay period displays.

HOURS AVAILABLE - The system calculates the hours still available to the employee for the entitlement by subtracting the hours taken from the hours accrued.

Total Rows

OTHER DED - CUR - The total amount deducted from this check for unions, miscellaneous deductions, and prepay amounts displays.

OTHER DED - YTD - The total amount deducted year-to-date for unions, miscellaneous deductions, and prepay amounts displays.

Total Columns

C- For the following column headings, the stub prints the current amounts for this check.

Y - For the following column headings, the stub prints the year-to-date amounts.

GROSS - The system combines straight earnings, premium earnings, taxable lump sum, non-taxable lump sum, and vacation in and displays the gross total.

FICA(OASDI) - The amount withheld for the OASDI (Old Age Survivor Disability Insurance) portion of social security displays.

FICA(HI) - The amount withheld for the HI (Medicare) portion of social security displays.

FIT - The amount withheld for federal income tax displays.

SDI/SUI - The system combines state disability insurance and state unemployment insurance and displays the total.

SIT - The amount withheld for state income taxes displays. If the employee worked in more than one state, the stub combines the state amounts.

CITY - The amount withheld for city income taxes displays. If the employee worked in more than one city, the stub combines the city amounts.

COUNTY - The amount withheld for county income taxes displays. If the employee worked in more than one county, the stub combines the county amounts.

Standard View Check Print (MCP235)

Company Name				Bank Name			
				00001	6/28/99	2220	****VOID****
JON 123 WATERS AVE THISTLEY, CA				PORTER 95555			
JON	PORTER	00001	100-00-1000	NET	\$190.69	6/28/99	2220
HOURS	1	2	3	4	5	TOTAL	
-->	40.00					40.00	
EARNGS	ST	PREM	TPC	NTPC	VACIN	GROSS	
-->	600.00				135.20	735.20	
IDENT	DESCRIPTION	PREPAY/VAC	TAX/DUES	SDI	SUI/INIT	MISC. DED	
6	CALIFORNIA		27.34	34.92	37.72		
6	1001WALNUT CREEK		10.12				
6	100 CONTRA COSTA COUNTY		30.37				
6	CEMENT MASONS	135.20					
8	INITIATION					10.00	
20	FED TAX GARNISHMENTS					5.00	
30	125S DEDUCTION					45.00	
401	401 K DEDUCTION					36.76	
500	EMPLOYER/EMPLOYEE 40					14.70	
OTHER DED - CUR		246.66	OTHER DED - YTD		948.66		
GROSS FICA(OASDI)		FICA(HI)	FIT	SDI/SUI	SIT	CITY	COUNTY
C	735.20	43.30	10.13	103.95	72.64	27.34	10.12 30.37
Y	5211.20	247.22	57.84	1016.72	414.72	393.97	80.52 241.57

OverFlow Stub (MCP235)

JON	PORTER	00001	100-00-1000	NET	\$190.69	6/25/99
					CHECK NO.	2220
E CDE	ENTITLEMENT DESCRIPTION	HOURS	TAKEN	AMOUNT	TAKEN	HOURS AVAIL
D	Dependent Care Plan		.00		.00	40.00
H	Holiday Pay		.00		.00	16.00
I	Vision Plan		.00		.00	1.60
S	Sick Pay		.00		.00	28.00
V	Vacation Pay		.00		.00	13.00

Timesheets (MCP293)

Access

Menu 107, Option 32

Purpose

The system automatically generates time sheets (MCP293) at check generation if you specify to “Print pro-forma time sheets at completion cycle?” in the P/R Definition Setup.

Use this report to print employee information on time sheets for the next pay cycle.

When you are ready to print the time sheets (MCP293), the system instructs you to load the form “TIME SHEETS.”

Print Procedure

Step 1: At the P/R Period Processing Menu (107), choose Option 32, Check Generation. The system displays the Payroll Check Generation screen.

Step 2: At the Payroll Check Generation screen, type the information according to the Field Descriptions. Select the bank for which you wish to print checks.

To submit the report to print, press F6.

Step 3: To return to the menu without printing, press F3.

Contents

The information in this report comes from the Labor Master file (AGLBMS). The system prints two lines on your pre-printed time sheet form sorted by employee code.

A sample report follows this description.

Column Headings - The system prints the employee code, last name, middle initial, first name and social security number for each employee.

EMP # 00001 PORTER JON 100-00-1000

EMP # 00001 PORTER JON 100-00-1000

Payroll Register (MCP248)

Access

Menu 107, Option 32

Purpose

The system automatically prints the Payroll Register (MCP248) at check generation. Use this report to verify that each check has been calculated correctly and that the state codes and pay codes are correct. The report prints all calculated gross amounts and deductions, including prepay information.

Tip: We recommend that you verify the calculations on the Payroll Register before you actually print the checks that are held in the outqueue. If corrections are needed, you can delete the checks, run the Recycle Recovery process, make corrections, and submit the check generation process again.

Print Procedure

- Step 1:** At the P/R Period Processing Menu (107), choose Option 32, Check Generation. The system displays the Payroll Check Generation screen.
- Step 2:** At the Payroll Check Generation screen, type the information according to the Field Descriptions. Select the bank for which you wish to print checks.
- To submit the report to print,** press F6.
- Step 3:** To return to the menu without printing, press F3.

Contents

The information in this report comes from the following files:

Pay Period Date Schedule File (J5DATE)	Earnings - Federal And Base (BAERGS MBR3)
State Earnings (BBERGS MBR1)	Earnings - City (BCERGS MBR 1)
Earnings - County (BFERGS MBR1)	Earnings - Deductions (BDERGS)
Earnings - Unions (BEERGS)	Earnings- 401K Contributions (BJERGS)
Prepays - Federal And Base (CAPPAY MBR3)	Prepays - State (CBPPAY MBR1)
Prepays - City (CCPPAY MBR1)	Prepays - County (CFPPAY MBR1)
Prepays - Deductions (CDPPAY)	Prepays - Unions (CEPPAY)
Prepays - 401K Deductions (CJPPAY)	Labor Master - State (ABLBMS)
Labor Master - City (ACLBMS)	Labor Master - County (AFLBMS)

Labor Master (AGLBMS)	Labor Master - Federal And Base (AALBMS)
Employee Time Transactions (B5TIME)	State Table (B4STAT)
City Table (B6CITY)	Pay Code Table (AHPCOD)
Deductions Master (B0DEDC)	401K Deductions Master (C0DEDC)
County Table (B3CNTY)	

This report sorts according to the sort selection you chose in P/R Definition Setup.

The report subtotals by home job or last job worked, if you selected those sort methods. For all sort methods, the report sorts by company, state, city, county, and taxable and non-taxable pay codes.

A sample report follows this description.

Row Headings

EMP (Employee Code) - For each check type calculated in the pay cycle, the employee code, last name, first and middle initials display.

(Federal Marital Status) - The system displays “Married” or “Single” depending on the marital code in the employee’s Labor Master.

FED EX (Federal Exemptions) - The number of federal tax exemptions claimed displays from the employee’s Labor Master.

SOC. (Social Security Number) - The employee’s social security number displays.

Column Headings

For each check type recorded for the employee, the following information displays:

Note: If the employee was paid through a prepay and the time card matches exactly, the system will print the regular payroll (RG) information with all zeros.

FEDERAL -

GROSS - The gross amount subject to federal income tax displays.

FIT - The federal income tax withheld displays.

OASDI (Old Age Survivor Disability Insurance) - The social security amount withheld displays.

HI (Medicare Health Insurance) - The social security amount withheld displays.

OTHER -

STATE XX - For each state in which the employee worked, the state code displays.

CITY XX XXXX - For each city in which the employee was subject to city income tax, the state and city codes display.

CNTY XX XXX - For each county in which the employee was subject to

county income tax, the state and county codes display.

GROSS - For each state, city, and county, the gross amount earned that is subject to income tax displays.

TAX - For each state, city, and county, the income tax withheld displays.

SICK GROSS - For each state, city, and county, the gross amount of sick pay on the check displays.

N/T GROSS - The gross amount not subject to federal income tax displays.

SDI - For each state in which the employee earned gross wages, the state disability insurance amount withheld displays.

SUI - For each state in which the employee earned gross wages, the state unemployment insurance amount withheld displays.

UNION - If union deductions were withheld, the union number displays.

DESC (Description) - The description of each union or miscellaneous deduction displays.

DEDUCTION - The amount withheld for each union or miscellaneous deduction displays.

CHECK NET - The net amount of the check displays.

CHECK NO - The check number for each check displays.

CHECK DATE - The date printed on the check displays. If the bank the check is drawn from has not yet been selected for print, "0/00/00" displays.

(Direct Deposit) - If the net was paid with a direct deposit, "Direct Deposit" displays.

BANK - The bank account code for the bank on which the check is drawn.

TY - If a check type was used on the check, check type code displays.

If this is a regular payroll check, "RG" displays.

If the record was created through a prepay, "PP" displays.

Employee Totals-

For employees paid through a prepay, the system displays totals for each check type as Check Ty (X) Total (Check Type Total).

The system totals all current earnings as Empl Curr Total (Employee Current Total).

RATE

HOURS - The number of hours worked at each wage rate displays.

DOLLARS - The gross amount earned at each wage rate displays. The system multiplies the rate by the hours and displays the result.

FEDERAL

GROSS - The current gross amount subject to federal income tax displays.

FIT - The federal income tax currently withheld displays.

OASDI (Old Age Survivor Disability Insurance) - The social security amount currently withheld displays.

HI (Medicare Health Insurance) - The social security amount currently withheld displays.

VACIN - The current total paid for vacation in displays.

OTHER / GROSS

STATE - The current gross earnings for all states displays.

CITY - The current gross earnings for all cities displays.

CNTY - The current gross earnings for all counties displays.

PAYCDE - The current total paid for taxable lump sum displays.

TAX - The current amount of income tax withheld for all states, cities and counties displays.

N/T GROSS - The current total non-taxable lump sum gross amount displays.

SDI - The current state disability insurance amount withheld for all states displays.

SUI - The current state unemployment insurance amount withheld for all states displays.

TOTAL UNION - The current total withheld for all union deductions displays.

TOTAL MISC - The current total withheld for all miscellaneous deductions displays.

CHECK NET - The total net amount for the check type and current pay period respectively.

The system adds the current earnings to previous earnings in the year as Empl YTD Total (Employee Year-to-Date Total) for the following fields:

HOURS	<u>Federal</u>	<u>Other/ Gross</u>	<u>Tax</u>	Sick Gross	N/T GROSS	SDI	SUI	TOTAL UNION	TOTAL MISC
	GROSS	STATE	(State)						
	FIT	CITY	(City)						
	OASDI	CNTY	(County)						
	HI								

Totals

HOME JOB TOTALS - If you sort the register by home job, the system displays totals for each home job found using the default scheme during time entry. For specific field descriptions, see those listed under Employee Current Totals.

JOB WORKED TOTALS - If you sort the register by last job worked, the system displays totals for each job worked during the pay period. For specific Field Descriptions, see those listed under Employee Current Totals.

COMPANY TOTALS - The system displays company totals for the pay period.
For specific Field Descriptions, see those listed under Employee Current Totals.

STATE TOTALS - For each state, the report prints the state code and description and the following totals:

GROSS - The total gross amount subject to state income tax displays.

SICK GROSS - The total sick pay gross amount displays.

W/H TAX - The total state income tax withheld displays.

N/T GROSS - The total non-taxable lump sum amount displays.

SDI - The total state disability tax withheld displays.

SUI - The total state unemployment tax withheld displays.

CITY TOTALS - For each city, the report prints the state and city codes and city description, and the following totals:

GROSS - The total gross amount subject to city income tax displays.

SICK GROSS - The total gross amount of sick pay displays.

W/H TAX - The total city income tax withheld displays.

COUNTY TOTALS - For each county, the report prints the state and county codes and county description, and the following totals:

GROSS - The total gross amount subject to county income tax displays.

SICK GROSS - The total gross amount of sick pay displays.

W/H TAX - The total county income tax withheld displays.

PAY CODE SUMMARY (TAXABLE)

PAY CODE - Each taxable pay code included in the pay period displays.

DESCRIPTION - The description of each taxable pay code displays.

TAXABLE AMOUNT - The total taxable gross amount by pay code displays.

****TOTAL AMOUNT**** - The total amount for all pay codes that are taxable in the pay period displays.

PAY CODE SUMMARY (NON-TAXABLE)

PAY CODE - Each non-taxable pay code included in the pay period displays.

DESCRIPTION - The description of each non-taxable pay code displays.

NON- TAXABLE AMOUNT - The total non-taxable gross amount by pay code displays.

****TOTAL AMOUNT**** - The total amount for all pay codes that are non-taxable in the pay period displays.

Message Lines

If someone has changed master files since you updated Time Entry batches, the

following error messages may display:

INVALID EMP - Check that the employee record is set up.

DEDUCTION # NOT FOUND - Check that the deduction number is defined in both the Deduction Table and the Deduction Master files for the employee.

COUNTY # NOT FOUND - Check that the county code is defined in the County Master file.

STATE # NOT FOUND - Check that the state code is defined in the State Master file.

CITY # NOT FOUND - Check that the city code is defined in the City Master file.

PAY CODE DESCRIPTION NOT FOUND - Check that the pay code is defined in the Pay Code Master file.

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P A Y R O L L R E G I S T E R

P/R PERIOD ENDING DATE 1/15/99

PAGE 1

F E D E R A L O T H E R										C H E C K N E T			
										CHECK NO	DATE	BANK	TY
EMP 00014	ABURDEE	S T GROSS	.00	STATE 02	.00	.00	.00	.00	.00	.00	0/00/00	WF	RG
SINGLE	FED EX 1	FIT	.00	STATE 06	.00	.00	.00	.00	.00	.00			
SOC. 568-95-9815		OASDI	.00	CITY 06 1001	.00	.00	.00	.00	.00				
		HI	.00	CNTY 06 100	.00	.00	.00	.00	.00				
EMP 00014	ABURDEE	S T GROSS	900.00	STATE 02	450.00	.00	.00	.00	.00	481.67	1/15/99	WF	PP
SINGLE	FED EX 1	FIT	148.57	STATE 06	450.00	10.91	.00	.00	22.50	24.30	2020		
SOC. 568-95-9815		OASDI	55.80	CITY 06 1001	450.00	5.15	.00	.00	50.00	401K EMPLOYEE CON			
		HI	13.05	CNTY 06 100	450.00	15.46	.00	.00	.00				
RATE HOURS DOLLARS													
CHECK 1	40.00	900.00	GROSS	900.00	STATE	900.00	.00	.00	22.50	24.39	TOTAL UNION	.00	481.67
TY 2	.00	.00	FIT	148.57	CITY	450.00	5.15	.00	.00	TOTAL MISC.	80.00		
TOTAL 3	.00	.00	OASDI	55.80	CNTY	450.00	15.46	.00	.00				
4	.00	.00	HI	13.05				.00	.00				
5	.00	.00	VACIN	.00	PYCDE	.00		.00	.00				
RATE HOURS DOLLARS													
EMPL 1	40.00	900.00	GROSS	900.00	STATE	900.00	.00	.00	22.50	24.39	TOTAL UNION	.00	481.67
CURR 2	.00	.00	FIT	148.57	CITY	450.00	5.15	.00	.00	TOTAL MISC.	80.00		
TOTAL 3	.00	.00	OASDI	55.80	CNTY	450.00	15.46	.00	.00				
4	.00	.00	HI	13.05				.00	.00				
5	.00	.00	VACIN	.00	PYCDE	.00		.00	.00				
RATE HOURS DOLLARS													
EMPL 1	32.00	480.00	GROSS	588.16	STATE 06	588.16	19.69	.00	29.41	31.76	0100 VAC OUT	108.16	78.36
CURR 2	.00	.00	FIT	89.79	CITY	588.16	7.92	.00	.00	TAXABLE VEHICLE U	100.00	2020	RG
TOTAL 3	.00	.00	OASDI	32.82	CNTY	588.16	23.75	.00	.00	DEDUCTION	58.82		
4	.00	.00	HI	7.68				.00	.00				
5	.00	.00	VACIN	108.16	PYCDE	.00		.00	.00				
RATE HOURS DOLLARS													
EMPL 1	32.00	GROSS	588.16	STATE	588.16	19.69	.00	.00	29.41	31.76	TOTAL UNION	108.16	78.36
CURR 2	.00	.00	FIT	89.79	CITY	588.16	7.92	.00	.00	TOTAL MISC.	158.82		
TOTAL 3	.00	.00	OASDI	32.82	CNTY	588.16	23.75	.00	.00		122.70		
4	.00	.00	HI	7.68				.00	.00				
5	.00	.00	VACIN	108.16	PYCDE	.00		.00	.00				
RATE HOURS DOLLARS													
EMPL 1	72.00	1380.00	GROSS	1488.16	STATE	1488.16	73.10	.00	51.91	56.15	TOTAL UNION	108.16	560.03
CURR 2	.00	.00	FIT	238.36	CITY	1038.16	13.07	.00	.00	TOTAL MISC.	238.82		
3	.00	.00	OASDI	88.62	CNTY	1038.16	39.21	.00	.00				
4	.00	.00	HI	20.73				.00	.00				
5	.00	.00	VACIN	108.16	PYCDE	.00		.00	.00				
STATE TOTALS:													
ST 02	ALASKA	GROSS	450.00	SICK GROSS	.00	W/H TAX	42.50	N/T GROSS	.00	SDI	.00	SUI	.09

** COMPANY TOTALS **

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PAYROLL REGISTER

P/R PERIOD ENDING DATE 1/15/99

PAGE 2

F E D E R A L										OTHER	GROSS	TAX	SICK GROSS	N/T GROSS	SDI	SUI	UNION	DESC.	DEDUCTION	CHECK NO	CHECK NET	CHECK DATE	BANK	TY	
06	CALIFORNIA											1038.16	.00	30.60	.00	51.91		56.06							
CITY TOTALS:																									
ST	CITY											GROSS	SICK GROSS	W/H TAX											
06	1001 WALNUT CREEK											1038.16	.00	13.07											
COUNTY TOTALS:																									
ST	CNTY											GROSS	SICK GROSS	W/H TAX											
06	100 CONTRA COSTA COUNTY											1038.16	.00	39.21											

PAY CODE SUMMARY (TAXABLE)																									
PAY CODE										DESCRIPTION	*** TOTAL AMOUNT ***										TAXABLE AMOUNT				
																						.00			

PAY CODE SUMMARY (NON-TAXABLE)																									
PAY CODE										DESCRIPTION	*** TOTAL AMOUNT ***										NON-TAXABLE AMOUNT				
																						.00			

Prepay Final Register (MCP300)

Access

Menu 107, Option 32

Purpose

Use the Prepay Final Register (MCP300) to review the prepay transactions that have been updated to the system during check generation. Only prepay amounts with matching or greater Time Entry amounts are updated.

For more information about creating the prepaids that appear on this report, see “Manual Prepay Entry” and “Prepay Generator” in this chapter.

Print Procedure

- Step 1:** At the P/R Period Processing Menu (107), choose Option 32, Check Generation. The system displays the Payroll Check Generation screen.
- Step 2:** At the Payroll Check Generation screen, type the information according to the Field Descriptions. Select the bank for which you wish to print checks.
- To submit the report to print,** press F6.
- Step 3:** To return to the menu without printing, press F3.

Contents

The information on this report comes from the following files:

Prepays - Federal And Base (CAPPAY)	Prepays - County (CFPPAY)
Prepays - State (CBPPAY)	Labor Master (AGLBMS)
Prepays - City (CCPPAY)	Payroll Date Schedule Master File (J5DATE)
Prepays - Deductions (CDPPAY)	Prepays - 401K Deductions (CJPPAY)
Prepays - Unions (CEPPAY)	

The report sorts by employee number.

A sample report follows this description.

For descriptions of the rows and columns on this report, see “Prepay Edit Register (MCP300)” in this chapter.

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P R E P A Y * F I N A L * R E G I S T E R

WEEK ENDING 6/25/99

PAGE 1

TAXABLE														NON-TAXABLE										TOTAL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
GROSS		GROSS		SICK		GROSS		TOTAL		GROSS		SDI		SUI		S.I.T.		COUNTY		TAX		CITY		TAX		UNION		DED.		MISC.		DED.		F.I.T.		FICA(OASDI)		FICA(HI)		DEDUCTION																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	
EMPLOYEE	CHECK	CHECK	CHECK	CHECK	CHECK	PAYROLL	BANK	WEEK	FIRST	LAST																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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P R E P A Y * F I N A L * R E G I S T E R

GRAND TOTAL STATE: 369.45
GRAND TOTAL CITY: 369.45
GRAND TOTAL COUNT: 369.45

GRAND TOTAL GROSS: 369.45

GRAND TOTAL DEDUCTIONS: 217.82 GRAND TOTAL NET: 151.63

Pay Period Federal Taxable Payroll (MCP320)

Access

Menu 107, Option 32

Purpose

The system automatically generates the Pay Period Federal Taxable Payroll (MCP320) report when you run check generation.

Use this report to review the federal withholding for each employee.

The report prints the gross amounts subject to federal income tax and FICA, and prints the amount withheld for each type of federal tax.

Print Procedure

Step 1: At the P/R Period Processing Menu (107), choose Option 32, Check Generation. The system displays the Payroll Check Generation screen.

Step 2: At the Payroll Check Generation screen, type the information according to the Field Descriptions. Select the bank for which you wish to print checks.

To submit the report to print, press F6.

Step 3: To return to the menu without printing, press F3.

Contents

The information in this report comes from the following files:

Labor Master - Federal And Base (AALBMS)	Filing Type Table (B9TXDA MBR1, MBR4)
Payroll Date Schedule Master File (J5DATE)	Deductions Master (B0DEDC)
401K Deductions Master (C0DEDC)	Prepays - Deductions (CDPPAY)
Prepays - 401K Deductions (CJPPAY)	Labor Master (AGLBMS)
Earnings - Federal And Base (BAERGS)	Prepays - Federal And Base (CAPPAY)

The report sorts by employee number.

A sample report follows this description.

Column Headings

EMPLOYEE - The system displays the employee code, last name, first name, and middle initial for each employee paid in the current pay period.

GROSS PAY - The employee's total gross pay displays.

DEDUCTIONS BEFORE FIT - The amount deducted from the gross pay before federal income tax is calculated displays.

WAGES TAXABLE FOR FIT - The system subtracts the deductions before FIT from the gross pay and displays the results.

FIT WITHHELD - The total amount withheld for federal income tax displays.

DEDUCTIONS BEFORE FICA - The amount deducted from the gross pay before federal income contribution act tax is calculated.

FICA(OASDI)

TAXABLE WAGES - The system subtracts the deductions before FICA from the gross pay and compares it to annual limits in the Tax Tables for the results.

AMOUNT WITHHELD - The amount withheld for FICA(OASDI) displays.

FICA(HI)

TAXABLE WAGES - The system subtracts the deductions before FICA from the gross pay and compares it to limits in the Tax Tables for the results.

AMOUNT WITHHELD - The amount withheld for FICA(HI) displays.

Total Lines

COMPANY TOTALS - For each column, the system totals the amounts displayed.

PAY PERIOD FEDERAL TAXABLE PAYROLL

EMPLOYEE		GROSS PAY	DEDUCTIONS BEFORE FIT	WAGES		FIT WITHHELD	DEDUCTIONS BEFORE FICA	--- FICA (OASDI) ---		----- FICA (HI) -----	
				TAXABLE FOR FIT	TAXABLE WAGES			TAXABLE WAGES	AMOUNT WITHHELD	TAXABLE WAGES	AMOUNT WITHHELD
00003 SHINTAZO	JAIME	1,190.00	.00	1,190.00	1,190.00	154.10	.00	1,190.00	73.78	1,190.00	17.26
00012 RINSTON	JACK F	2,296.00	.00	2,296.00	2,296.00	504.54	.00	2,296.00	142.35	2,296.00	33.29
00013 LOSHINI	AMY	2,852.16	60.00	2,792.16	.00	726.44	.00	.00	145.83	.00	34.11
00022 HOMES	GREG	369.45	36.95	332.50	369.45	42.23	.00	369.45	22.91	369.45	5.36
00025 ROYCE	ALBERT	735.20	.00	735.20	735.20	130.96	.00	735.20	45.58	735.20	10.66
00028 WASHINGTON	NORMAN D	1,135.20	.00	1,135.20	1,135.20	153.30	.00	1,135.20	70.38	1,135.20	16.46

COMPANY TOTALS 8,578.01 96.95 8,481.06 1,711.57 .00 5,725.85 500.83 5,725.85 117.14

Pay Period State Taxable Payroll (MCP321)

Access

Menu 107, Option 32

Purpose

The system automatically prints the Pay Period State Taxable Payroll (MCP321) when you run check generation.

Use this report to review the state tax withholding for each employee.

For each state, the report prints the gross amounts subject to state income tax, SDI, and SUI, and prints the amount withheld for each type of tax.

Print Procedure

Step 1: At the P/R Period Processing Menu (107), choose Option 32, Check Generation. The system displays the Payroll Check Generation screen.

Step 2: At the Payroll Check Generation screen, type the information according to the Field Descriptions. Select the bank for which you wish to print checks.

To submit the report to print, press F6.

Step 3: To return to the menu without printing, press F3.

Contents

The information in this report comes from the following files:

State Earnings (BBERGS MBR1, MBR2, MBR4)	Prepays - Deductions (CDPPAY)
Payroll Date Schedule Master File (J5DATE)	State Table (B4STAT)
Prepays - State (CBPPAY MBR1, MBR2, MBR3)	Labor Master - State (ABLBMS)
Prepays - 401K Deductions (CJPPAY)	Labor Master (AGLBMS)
Prepays - Federal And Base (CAPPAY)	401K Deductions Master (C0DEDC)
State, City, County Codes For Tax-exempt Deductions (BISTEX)	Deduction Master (B0DEDC)
State Unemployment Reciprocity Table (C3RECP)	Filing Type Table (B9TXDA)

This report sorts by state code, then by employee number.

A sample report follows this description.

Title

STATE XX - For each state in which wages were earned, the state code displays next to the description. Each state prints on a separate page.

Column Headings

EMPLOYEE - The system displays the employee code, last name, first name, and middle initial for each employee paid in the current pay period.

GROSS PAY - The employee's total gross pay displays.

DEDUCTIONS BEFORE SIT - The amount deducted from the gross pay before state income tax is calculated displays.

WAGES TAXABLE FOR SIT - The system subtracts the deductions before SIT from the gross pay and displays the results.

SIT WITHHELD - The total amount withheld for state income tax displays.

DEDUCTIONS BEFORE SDI - The amount deducted from the gross pay before state disability insurance is calculated.

WAGES TAXABLE FOR SDI

EMPLOYEE - The system subtracts the deductions before SDI from the gross pay and compares it to annual employee limits in the Tax Tables for the results.

EMPLOYER - The system subtracts the deductions before SDI from the gross pay and compares it to annual employer limits in the Tax Tables for the results.

SDI WITHHELD - The total amount withheld for state disability insurance displays.

DEDUCTIONS BEFORE SUI - The amount deducted from the gross pay before state unemployment insurance is calculated.

WAGES TAXABLE FOR SUI

EMPLOYEE - The system subtracts the deductions before SUI from the gross pay and compares it to annual employee limits in the Tax Tables for the results.

EMPLOYER - The system subtracts the deductions before SUI from the gross pay and compares it to annual employer limits in the Tax Tables for the results.

SUI WITHHELD - The total amount withheld for state unemployment insurance displays.

Total Lines

STATE TOTALS - For each state, the system subtotals the amounts from each column.

COMPANY TOTALS - For each column, the system totals the amounts from all states.

STATE 4 ARIZONA

PAY PERIOD STATE TAXABLE PAYROLL

EMPLOYEE	GROSS PAY	DEDUCTIONS		WAGES TAXABLE		SIT		DEDUCTIONS		WAGES TAXABLE FOR SDI		SDI		DEDUCTIONS BEFORE SUI		WAGES TAXABLE FOR SUI		SUI	
		BEFORE SIT	FOR SIT	WITHHELD	BEFORE SDI	EMPLOYEE	EMPLOYER	WITHHELD	BEFORE SUI	EMPLOYEE	EMPLOYER	WITHHELD	BEFORE SUI	EMPLOYEE	EMPLOYER	WITHHELD			
00013 LOSHINI	ANY	1,135.20	.00	1,135.20	58.64	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	
STATE TOTALS		1,135.20	.00	1,135.20	58.64	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	1,135.20	.00	

EMPLOYEE	GROSS PAY	DEDUCTIONS BEFORE SIT	WAGES TAXABLE FOR SIT	SIT WITHHELD	DEDUCTIONS BEFORE SDI	WAGES TAXABLE FOR SDI		SDI WITHHELD	WAGES DEDUCTIONS BEFORE SUI	WAGES TAXABLE FOR SUI		SUI WITHHELD
						EMPLOYEE	EMPLOYER			EMPLOYEE	EMPLOYER	
00003 SHINTAZO	JAIIME	.00	1,190.00	36.45	.00	1,190.00	.00	59.50	.00	.00	1,190.00	64.26
00012 RONSTON	JACK	.00	2,296.00	136.04	.00	2,296.00	.00	114.80	.00	.00	776.00	123.98
00013 LOSHINI	AMY	.00	1,716.96	76.74	.00	1,716.96	.00	60.85	.00	.00	1,716.96	65.72
00022 HOMES	GREG	.00	369.45	7.08	.00	369.45	.00	18.47	.00	.00	369.45	19.95
00025 ROYCE	ALBERT	.00	735.20	31.94	.00	735.20	.00	36.76	.00	.00	735.20	39.70
00028 WASHINGTON	NORMAN	.00	1,135.20	33.41	.00	1,135.20	.00	56.76	.00	.00	1,135.20	61.30
STATE TOTALS		.00	7,442.81	321.66	.00	7,442.81	.00	347.14	.00	.00	5,922.81	374.91
COMPANY TOTALS		.00	8,578.01	380.30	.00	7,442.81	.00	347.14	.00	.00	7,058.01	374.91

Payroll Pre-completion

Access

Menu 107, Option 33

Reports

Unassigned Equipment Used (MCE007B)

Equipment Standby Charging (MCE007A)

Small Tool Charge Report (MCE009)

P/R Allocation Split (MCP101)

Equipment Distribution Journal Edit (MCP229)

Payroll (Equipment) Pre-Completion Proof (MCL415)

Job Cost (Equipment Mobilization) Journal Edit (MCP229)

Payroll (Equipment Mobilization) Pre-Completion Proof (MCL415)

Outstanding Journal Detail Report (MCP270)

Payroll Distribution Journal Edit (MCP229)

Payroll (Distribution) Pre-Completion Proof (MCL415)

Payroll Burden Expense Journal Edit (MCP229)

Payroll (Burden Expense) Pre-completion Proof (MCL415)

Payroll Recharge Distribution Journal Edit (MCP229)

Payroll (Recharge) Pre-completion Proof (MCL415)

Payroll Union Fringe Journal Edit (MCP229)

Payroll (Union) Pre-Completion Proof (MCL415)

Payroll Flat Burden Journal Edit (MCP229)

Payroll (Flat Burden) Pre-Completion Proof (MCL415)

Payroll Insurance Journal Edit (MCP229)

Payroll (Insurance) Pre-Completion Proof (MCL415)

Payroll Disbursement Journal (MCP229)

Payroll (Disbursement) Pre-Completion Proof (MCL415)

New Hire Listing (MCP210)

Period Summary P/R Burden Job Costs, Summarized By Job (MCC204R6)

Period Summary Payroll Job Costs, Summarized By Job (MCC204R5)

Period Summary P/R Burden Job Costs (MCC204R4)

Period Detail P/R Burden Job Costs (MCC204R3)

Period Summary Payroll Job Costs (MCC204R2)

Period Detail Payroll Job Costs (MCC204R1)

Period Summary R/C Burden Job Costs, Summarized By Job (MCC204R6)

Period Summary Recharge Job Costs, Summarized By Job (MCC204R5)

Period Summary R/C Burden Job Costs (MCC204R4)

Period Detail R/C Burden Job Costs (MCC204R3)

Period Summary Recharge Job Costs (MCC204R2)

Period Detail Recharge Job Costs (MCC204R1)

P/R Pay Period Check Register (MCP487)

A/P Allocation Split Report (MCA104)

A/P Node Audit Report 1 (Accrual Edit) (MCA455)

Account Payable Edit List (MCA207)

Insurance Status Error Report (MCA233)

Description

Use this option to submit the pre-completion edit process and obtain the pre-completion reports.

The reports generated with this process can be used to verify that accounts and journals have been set up properly. It may be necessary to make corrections to the Financial Posting Table before the edit will come out error-free. For more information about the FPT, see the *General Ledger Reference Manual*.

After changes have been made to the FPT, the Pre-completion edit can again be submitted to find the new information.

If errors indicate that master files are incorrect, you may need to perform Recycle/Recovery and make changes as necessary.

When the reports are error-free, payroll completion can be processed.

Payroll Pre-completion also sets scheduling locks so that you are not allowed to perform specific tasks until you complete others. For information about which locks are set and how to remove them, see the Chapter 4 overview in this chapter.

Descriptions of the reports generated during the Pre-completion process follow this task.

Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title "Pre-Completion Edit."

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Unassigned Equipment Used (MCE007B)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

The system automatically generates the Unassigned Equipment Used (MCE007B) report if Equipment Cost is installed and you have indicated in E/C Definition Setup that you want to generate equipment mobilization charges at payroll completion. For information to display on this report, you must first dispatch a piece of equipment to a job. On the payroll time record, a job other than the one to which it was dispatched must be used.

Use this report to see the job on which the equipment has been used.

For more information about how to dispatch a piece of equipment, see the *Equipment Cost Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion. The system displays the standard report request screen.

Step 2: Optionally change the report date.

To submit the pre-completion or completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3. The system automatically generates the report with the precompletion or completion process.

Contents

The information on this report comes from the Equipment Master file (A3EQPM), the Labor Master file (AGLBMS), the Employee Time Transactions(B5TIME MBR02) and the Equipment Locator File (PLEQLC).

The report sorts by equipment number.

Column Headings

EQUIPMENT - If a piece of equipment was used on a job other than the one to which it was previously dispatched, the equipment number displays.

DESCRIPTION - The description of the equipment displays.

EMP - The employee number who used the equipment displays.

NAME - The employee name displays.

USED JOB - The job number on which the equipment was used displays.

DAY WORKED - The date the equipment was used displays.

CURRENT LOC - The job number to which the equipment was originally dispatched displays.

TRANSFER DATE - The date on which the equipment was originally dispatched displays.

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UNASSIGNED EQUIPMENT USED

P/R WEEK ENDING DATE 4/21/02 PAGE 1

Equipment 3100	Description Tractor	Emp Name 18 NABORS, THEO	Used		Day		Current		Transfer	
			Job	Loc	Worked	Loc	Loc	Date	Date	Date
			000051		4/21/02	000012		4/15/02		

*** END OF REPORT ***

Equipment Standby Charging (MCE007A)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

The system automatically generates the Equipment Standby Charging (MCE007A) report if Equipment Cost is installed and you have indicated in E/C Definition Setup that you want to generate standby charging at payroll completion. For information to display on this report, you must have billable equipment time.

Use this report to see the small tool costs posted to the job/cost code/cost type.

For more information about how setting equipment up for standby charging, see the *Equipment Cost Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion. The system displays the standard report request screen.

Step 2: Optionally change the report date.

To submit the pre-completion or completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3. The system automatically generates the report with the pre-completion or completion process.

Contents

The information on this report comes from the following files:

Equipment Group/Series Mobilization File (PCGSMB)	
Equipment Series Master File (P1SERM)	Employee Time Transactions (B5TIME MBR02)
Equipment Group Master File (P2GRNN)	Holiday Master File (PACALN)
Equipment Locator File (PLEQLC)	Equipment Master File (A3EQPM)
Equipment Code Table (P8DDES)	Equipment Rate File (P4EQRT)
Payroll Date Schedule File (J5DATE)	Equipment Cost Type Label Master File (C2LBLF)

A sample report follows this description.

Column Headings

EQUIPMENT - The equipment number displays.

DESCRIPTION - The description for the equipment displays.

JOB - The job to which the equipment has been dispatched displays.

(Cost Code) - The system displays the cost code used to charge the standby time. The system uses the cost code associated with the standby rate code in the Rate Code Table.

CT - The cost type used for the standby time displays. The system derives the cost type from E/C Definition Setup.

ERR - If job/cost code/cost type combination errors exist, the error code "J1" displays.

DAY WORKED - The day on which the standby time occurred displays.

RATE CODE - The rate code used to find the standby rate displays. The system derives the rate code from E/C Definition Setup.

RATE - The rate code used to calculate the standby charges displays. The system derives the rate from the Component Rate Table using the equipment number and the standby rate code, above.

HOURS - The hours the equipment was on standby for the day display.

AMOUNT - The amount charged for standby for the day displays. The system calculates the amount as the hours by the rate.

Totals

TOTAL FOR EQUIPMENT - For each piece of equipment that was on standby for the pay period, the system totals the hours and amount for standby charging.

GRAND TOTAL - For all equipment on standby for the pay period, the system totals the hours and amount.

Error Messages

J1=INVALID JOB COST CODE - If the system cannot find a valid job/cost code/cost type for a piece of equipment, this message displays.

Equipment	Description	Job	Qty	Tsk	Sub	Ct	Err	Day	Rate	Code	Rate	Hours	Amount
SLC005	SLC DOZER	610002	600	600002	04	4/19/02	C	8.00	8.00			8.00	64.00
SLC005	SLC DOZER	610002	600	600002	04	4/18/02	C	8.00	8.00			8.00	64.00
SLC005	SLC DOZER	610002	600	600002	04	4/17/02	C	8.00	8.00			8.00	64.00
SLC005	SLC DOZER	610002	600	600002	04	4/16/02	C	8.00	8.00			8.00	64.00
SLC005	SLC DOZER	610002	600	600002	04	4/15/02	C	8.00	3.00			3.00	24.00
Total For Equipment: SLC005												35.00	280.00
SLC006	SLC TIRES	610005	600	600002	04	4/19/02	C	7.50	8.00			8.00	60.00
SLC006	SLC TIRES	610005	600	600002	04	4/18/02	C	7.50	8.00			8.00	60.00
SLC006	SLC TIRES	610005	600	600002	04	4/17/02	C	7.50	8.00			8.00	60.00
SLC006	SLC TIRES	610005	600	600002	04	4/16/02	C	7.50	8.00			8.00	60.00
SLC006	SLC TIRES	610005	600	600002	04	4/15/02	C	7.50	3.00			3.00	22.50
Total For Equipment: SLC006												35.00	262.50
SLC008	slc small dozer	610004	600	600002	04	4/19/02	C	6.50	8.00			8.00	52.00
SLC008	slc small dozer	610004	600	600002	04	4/18/02	C	6.50	8.00			8.00	52.00
SLC008	slc small dozer	610004	600	600002	04	4/17/02	C	6.50	8.00			8.00	52.00
SLC008	slc small dozer	610004	600	600002	04	4/16/02	C	6.50	8.00			8.00	52.00
SLC008	slc small dozer	610004	600	600002	04	4/15/02	C	6.50	3.00			3.00	19.50
Total For Equipment: SLC008												35.00	227.50
SLC009	slc small dozer #2	610005	600	600002	04	4/19/02	C	6.00	8.00			8.00	48.00
SLC009	slc small dozer #2	610005	600	600002	04	4/18/02	C	6.00	8.00			8.00	48.00
SLC009	slc small dozer #2	610005	600	600002	04	4/17/02	C	6.00	8.00			8.00	48.00
SLC009	slc small dozer #2	610005	600	600002	04	4/16/02	C	6.00	8.00			8.00	48.00
SLC009	slc small dozer #2	610005	600	600002	04	4/15/02	C	6.00	3.00			3.00	18.00
Total For Equipment: SLC009												35.00	210.00
3100	Tractor	000012	600	600002	04	J1	4/19/02	C	.00	8.00		8.00	.00
3100	Tractor	000012	600	600002	04	J1	4/18/02	C	.00	8.00		8.00	.00
3100	Tractor	000012	600	600002	04	J1	4/17/02	C	.00	8.00		8.00	.00
3100	Tractor	000012	600	600002	04	J1	4/16/02	C	.00	1.00		1.00	.00
Total For Equipment: 3100												25.00	.00
Grand Total:												165.00	980.00
=====													

J1 = Invalid job cost code

*** END OF REPORT ***

Small Tools Charge Report (MCE009)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

The system automatically generates the Small Tools Charge Report (MCE009) if Equipment Cost is installed and you have indicated in E/C Definition Setup that you want to generate small tools charges at payroll completion. For information to display on this report, you must have small tools assigned to an employee whose time is included in the payroll cycle.

Use this report to see the small tool costs posted to the job/cost code/cost type.

For more information about how to set up equipment for small tools, see the *Equipment Cost Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion. The system displays the standard report request screen.

Step 2: Optionally change the report date.

To submit the pre-completion or completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3. The system automatically generates the report with the precompletion or completion process.

Contents

The information on this report comes from the Labor Master file (AGLBMS), the Job Master file (A2JBMS), the Payroll Date Schedule Master File (J5DATE), the Employee Time Transactions file (B5TIME MBR02), the Equipment Rate file (P4EQRT), the Rate Code Table (P8DDES), and the Equipment Rate Modifier (PMEQRT).

A sample report follows this description.

Row Headings

P/R PERIOD ENDING DATE - The period in which the charges were generated displays.

EMPLOYEE - The employee associated with the small tool being charged displays.

Column Headings

SMALL TOOL - The equipment number of the small tool displays.

DATE WORKED - The date on the time record for which the small tool was charged displays.

JOB WORKED - The job to which the small tool was charged displays.

EQUIP (Cost Code) - The cost code to which the small tool was charged displays.

EQUIP CT - The cost type to which the small tool was charged displays.

RATE CODE - The rate code used to find the rate displays.

RATE - The rate at which the small tool was charged displays.

HOURS - The hours charged for the small tool displays.

AMOUNT - The amount calculated for the small tools charge displays. The system calculates the amount as the rate multiplied by hours.

ERRORS - If there are job cost errors for the small tool charging, the system displays “J1” message. At the bottom of the report, the system prints “Invalid Job Cost Code.”

Make sure that the Job/Cost Code/Cost Type combination is valid in the Job Chart Of Accounts. For more information, see the *Job Cost Reference Manual*.

Totals

TOTAL FOR EMPLOYEE - The system displays the total hours and amount for each employee, including all small tools charges.

GRAND TOTAL - The system totals hours and amounts for all tools and employees.

7/23/99

13:53:18

MCE009

SmlToolChg

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SMALL TOOL CHARGE REPORT

P/R Period Ending Date 4/07/02

Page 1

Employee: 15 WARNER, JESSICA

Small Tool	Worked Date	Job Worked	Equip Ctg	Equip Tsk	Equip Sub	CT	Code	Rate
2200	4/07/02	12	130	000130	04	X		.50
Total For Employee:								15
Grand Total:								

Hours	Amount	Errors
40.00	20.00	
40.00	20.00	
40.00	20.00	

* * * End Of Report * * *

P/R Allocation Split Report (MCP101)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

If you indicated to Use Cost Allocation Processing in P/R Definition Setup, the system automatically generates the P/R Allocation Split Report (MCP101) when you run the pre-completion or completion process. This report shows the employee time allocated to jobs and percentages for allocation in the allocation tables.

For more information about allocation tables, see the “P/R Allocation Table 1 Maintenance” and “P/R Allocation Table 2 Maintenance” in Chapter 3.

This report also prints at time edit. However, the system fills all fields that were not filled at time edit during payroll pre-completion.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

This report is automatically generated at pre-completion and completion.

Contents

The information in this report comes from the Labor Master file (AGLBMS), the Employee Time Transactions file (B5TIME), the Payroll and Accounts Payable Allocation Table I file (T1ALOC), and the Payroll and Accounts Payable Allocation Table II file (T2ALOC).

For descriptions of the rows and columns that appear on this report, see the “P/R Allocation Split Report (MCP101)” task that follows Time Entry Processing in this chapter.

A sample report follows this description.

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P/R ALLOCATION SPLIT REPORT

DATE: 6/28/99

PAGE: 1

BTCH/INDX	EMPNO	LSTNAM	JOBNO	ALLOC.	HR00/ GROS	HR10/ TD10	HR15/ TD15	HR20/ TD20	HR25/ TD25	HR30/ TD30	LSTX/ LSNT	VACN/ VACO	DUES/ INIT	MISC
160	1	00030	MONTERO	010020000	35.00	35.00	.00	.00	.00	.00	.00	118.30	22.00	.00
					1,058.05	939.75	.00	.00	.00	.00	.00	118.30	.00	.00
			200301	140010013	8.75	8.75	.00	.00	.00	.00	.00	29.58	5.50	.00
					264.51	234.94	.00	.00	.00	.00	.00	29.58	.00	.00
			222050	140010000	26.25	26.25	.00	.00	.00	.00	.00	88.72	16.50	.00
					793.54	704.81	.00	.00	.00	.00	.00	88.72	.00	.00

Equipment Revenue Cost Coding Error Report (MCP216)

Access

Menu 107, Option 33

Purpose

Use the Equipment Revenue Cost Coding Error Report (MCP216) as a guide to correct errors in the Financial Posting Table.

The system automatically prints this report when you run a payroll Pre-completion that includes a time record with an equipment code and the system cannot find the correct revenue cost coding in the FPT.

For more information about running a payroll cycle with equipment, see “Time Entry Processing” in this chapter.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title “Pre-Completion Edit.”

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

The report is automatically generated at pre-completion if the system cannot locate the revenue account in the Financial Posting Table.

Contents

The information on this report comes from the Equipment Master file (A3EQPM), the Job Master file (A2JBMS), the Labor Master file (AGLBMS), and the Employee Time Transactions file (B5TIME).

A sample report follows.

Column Headings

BATCH - The batch number used for the time record displays.

INDEX - The index number from the time record displays.

EMPLOYEE - The employee number associated with the equipment use displays.

JOB - The job number used on the equipment time record displays.

EQUIPMENT - The equipment code from the time record displays.

RATE CODE - The rate code defined for the equipment number and job from the

Component Rate file displays.

HOURS USED - The hours the equipment was used displays.

Message Text

**REVENUE J/C CODING XXXXXX/XXXXXXXXXX/XX FROM
COMPONENT X IS NOT VALID** - Check that the revenue job/cost code/cost
type is set up for Equipment Revenue Line Items in the Financial Posting Table.

**REVENUE G/L ACCOUNT NOT FOUND FOR J/C CODING
XXXXXX/XXXXXXXXXX/XX** - The system displays the job/cost code/cost
type for which no general ledger account is defined in the FPT.

BATCH INDEX	EMPLOYEE	JOB	EQUIPMENT	RATE		HOURS	
				CODE	USED	CODE	USED

140	3	11 XI, CHAN	3 Timberhill Shopping Cente 1020 Grader	1	5.00		
-----	---	-------------	---	---	------	--	--

Revenue G/L account not found for J/C coding 900202/040050000/93

Equipment Distribution Journal Edit (MCP229)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Equipment Distribution Journal Edit (MCP229) if Equipment Cost is installed and you run the pre-completion process. For information to display on this report, you must process equipment use through payroll time entry. The report shows the specific General Ledger accounts where amounts will journal.

Use this report to verify that equipment transactions posting to the General Ledger are error-free.

The system uses the ED node to find the correct accounts for posting equipment transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title “Pre-Completion Edit.”

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

This report is automatically generated at pre-completion.

Contents

Most of the information in this report comes from the Job Cost Journal Transactions file (E7BDJR), in Member 1, the Major Account Master file (N5MAJN), and the Application Batch Control Master file (C9BCTL).

This report shows equipment transactions edited with the pre-completion process.

For specific row and column descriptions besides the exception below, see the “Payroll Distribution Journal Edit (MCP229)” in this chapter.

A sample report follows this description.

JOURNAL DESCRIPTION - An exception exists on the Equipment Distribution Journal Edit for the revenue journal description. For revenue journaling, a system generated description displays that reads “REV. FROM (Source)- XX.”

The possible sources might be job, department or shop depending upon the job on the time record and where you decide revenue posts in the Rate Component Table. The number that accompanies the description comes from the number for the rate component used.

Trueline Systems Release 4.3 Doc													
ENTITY:		EQUIPMENT DISTRIBUTION JOURNAL				EDIT		*** CASH ***		DATE 2/20/00		PAGE	
100													
JOURNAL DESCRIPTION													
REFN	Cmp/Div/Maj/Sub					DEBITS	CREDITS	CLASS	REAL	POST DTE	COST P/Y		
ED0200	100-00-4006-000000	Equipment Expense				175.00	.00	X	R	2/19/00	2/00		
	100-00-4006-000000	Equipment Expense				175.00	.00	X	R	2/19/00	2/00		
	100-00-4910-222001	REV. FROM JOBS-01				.00	175.00	X	R	2/19/00	2/00		
	100-00-4910-222001	REV. FROM JOBS-01				.00	175.00	X	R	2/19/00	2/00		
REFERENCE TOTALS...						350.00	350.00						
ALL TOTALS						350.00	350.00						
REAL TOTALS						350.00	350.00						
ENTITY TOTALS...						350.00	350.00						
ALL TOTALS						350.00	350.00						
REAL TOTALS						350.00	350.00						
CASH TOTAL...						350.00	350.00						
ENTITY TOTALS						350.00	350.00						
ALL TOTALS						350.00	350.00						
REAL TOTALS						350.00	350.00						

Payroll (Equipment) Pre-Completion Proof (MCL415)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Payroll (Equipment) Pre-Completion Proof (MCL415) if Equipment Cost is installed and you run the pre-completion process. For information to display on this report, you must process equipment use through payroll time entry.

Use this report to verify that equipment transactions posting to the General Ledger are error-free before submitting the Payroll Completion process.

The system uses the ED node to find the correct accounts for posting equipment transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title “Pre-Completion Edit.”

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

This report is automatically generated at pre-completion.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master File (N1ENTM).

This report shows equipment transactions edited with the pre-completion process.

For specific row and column descriptions, see the “Payroll Pre-Completion Proof (MCL415)” in this chapter.

A sample report follows this description.

Trueline Systems Release 4.3 Doc 000 BATCH										PAYROLL PRE-COMPLETION		PROOF *** CASH ***		DATE 2/20/00		PAGE 1	
INDEX	REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS	R/M	MODIFIER					

ENTITY - FIRST CORPORATION ACCOUNTING PERIOD - 2/00 OF THE NEXT ACCOUNTING YEAR																	
00000	ED0200	100-00-4006-000000	WILCOX ELECTRIC	COST	EQUIPMENT DISTRIBUTION JOURNAL	BATCH 000	350.00	.00	EX	X	R	BLOCK2					
00000	ED0200	100-00-4910-222001	WILCOX ELECTRIC		EQUIPMENT DISTRIBUTION JOURNAL	BATCH 000	.00	350.00	RV	X	R	BLOCK2					
							350.00										
							350.00										
ACCOUNTING CLASS TOTALS																	
							350.00										
REFERENCE TOTALS																	
							350.00										
PERIOD TOTALS																	
							350.00										
ENTITY TOTALS																	
							350.00										
CASH TOTAL...																	
							350.00										

Job Cost (Equipment Mobilization) Journal Edit (MCP229)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Job Cost (Equipment Mobilization) Journal Edit (MCP229) if Equipment Cost is installed and you run the pre-completion process. For information to display on this report, you must process equipment mobilization during the pay period. The report shows the specific General Ledger accounts where amounts will journal.

Use this report to verify that equipment transactions posting to the General Ledger are error-free.

The system uses the MB node to find the correct accounts for posting equipment transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title “Pre-Completion Edit.”

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

This report is automatically generated at pre-completion.

Contents

Most of the information in this report comes from the Job Cost Journal Transactions file (E7BDJR), in Member 1, the Major Account Master file (N5MAJN), and the Application Batch Control Master file (C9BCTL).

This report shows equipment transactions edited with the pre-completion process.

For specific row and column descriptions besides the exception below, see the “Payroll Distribution Journal Edit (MCP229)” in this chapter.

A sample report follows this description.

Trueline Systems V1 Release 4 QC-1													
ENTITY:		101		JOB (PROJECT) COST JOURNAL		EDIT		*** ACCRUAL ***		DATE	4/23/02	PAGE	1
REFN	Cmp/Div/Maj/Sub	JOURNAL DESCRIPTION		DEBITS	CREDITS	CLASS	REAL	POST DTE	COST P/Y				

MB0402	101-00-4006-000012	MOBILIZATION CHARGE 3100		1,000.00	.00	X	R	4/21/02	5/02				
MB0402	101-00-3994-900200	MOBILIZATION CHARGE 3100		.00	1,000.00	X	R	4/21/02	5/02				
REFERENCE TOTALS....													
ALL TOTALS				1,000.00	1,000.00								
REAL TOTALS				1,000.00	1,000.00								
ENTITY TOTALS...													
ALL TOTALS				1,000.00	1,000.00								
REAL TOTALS				1,000.00	1,000.00								
ACCRUAL TOTAL....													
ENTITY TOTALS				1,000.00	1,000.00								
ALL TOTALS				1,000.00	1,000.00								
REAL TOTALS				1,000.00	1,000.00								

Payroll (Equipment Mobilization) Pre-Completion Proof (MCL415)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Payroll (Equipment Mobilization) Pre-Completion Proof (MCL415) if Equipment Cost is installed and you indicate that you will create mobilization charges during payroll in E/C Definition Setup. The report prints automatically when you run the pre-completion process. For information to display on this report, you must setup equipment mobilization to be charged during the payroll cycle.

For more information, see the *Equipment Cost Reference Manual*.

Use this report to verify that equipment transactions posting to the General Ledger are error-free before submitting the Payroll Completion process.

The system uses the MB node to find the correct accounts for posting equipment transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title “Pre-Completion Edit.”

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

This report is automatically generated at pre-completion.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master File (N1ENTM).

This report shows equipment transactions edited with the pre-completion process.

For specific row and column descriptions, see the “Payroll Pre-Completion Proof (MCL415)” in this chapter.

A sample report follows this description.

TrueLine Systems Release 4.3 Doc 000 BATCH										PAYROLL PRE-COMPLETION		PROOF *** CASH ***		DATE 2/20/00		PAGE 1	
INDEX	REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS	R/M	MODIFIER					

ENTITY - FIRST CORPORATION ACCOUNTING PERIOD - 2/00 OF THE NEXT ACCOUNTING YEAR																	
00000	MB0200	100-00-1350-000000	WILCOX ELECTRIC	A/R REVENUE	JOB (PROJECT) COST JOURNAL	BATCH 000	.00	1,500.00	RV	X	R	BLOCK2					
00000	MB0200	100-00-4006-222001	WILCOX ELECTRIC		MOBILIZATION CHARGE ALLIFT	BATCH 000	1,500.00	.00	EX	X	R	BLOCK2					

							1,500.00										
ACCOUNTING CLASS TOTALS																	

							1,500.00										
REFERENCE TOTALS																	

							1,500.00										
PERIOD TOTALS																	

							1,500.00										
ENTITY TOTALS																	

							1,500.00										
CASH TOTAL...																	
							1,500.00										

Outstanding Journal Detail Report (MCP270)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Outstanding Journal Detail Report (MCP270) when you run the pre-completion process.

Use this report to locate errors in the Financial Posting Table for journaling posted through payroll.

The system will only display transactions that are processed through the PD journal node on this report. If entries appear on this report, the system locks the Payroll Completion process until the Pre-completion is error-free.

To correct unidentified account errors, use the Outstanding Journal Detail Report to locate transaction records in the Financial Posting Table and verify that they are set up correctly. For more information about the transaction codes displayed on this report, see the Appendix.

For more information about the Financial Posting Table, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title "Pre-Completion Edit."

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

This report is automatically generated with pre-completion.

Contents

The information in this report comes from the Pay Period Date Schedule file (J5DATE), the Financial Posting Table file (G2LDCH), the Job Cost Journal Transactions file (E7BDJR), the Job Master file (A2JBMS), the Employee Time Transactions file (B5TIME), and the Job Chart of Accounts file (A4BIDM).

A sample report follows this description.

Column Headings

TRANSACTION - The transaction code from the Financial Posting Table for the corresponding "PD" journal node displays.

MODIFIER - The modifier for the transaction code displays. This is typically a code that will help narrow down the search. For example, if the system does not find a Financial Posting Table account for a miscellaneous deduction, the modifier will be the deduction number.

ACCOUNT NUMBER - The General Ledger account number to which the transaction will be posted. Zeros indicate an unidentified account.

CLASS - The natural class for the transaction displays: C=credit, D=debit.

AMOUNT - The amount of the transaction displays.

JOB NO - The job number to which the transaction will be posted in Job Cost displays. This field is filled only if the error is for an "EX" transaction code.

(COST CODE) - The cost code to which the transaction will be posted in Job Cost displays.

CRW - The crew number from the time record displays.

CT - The cost type to which the transaction will be posted in Job Cost displays.

JOURNAL DESCRIPTION - The journal description. If the system cannot find a Financial Posting Table record for the transaction, the report prints "UNIDENTIFIED ACCOUNT."

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OUTSTANDING JOURNAL DETAIL REPORT

DATE 5/08/99

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TRANSACTION	MODIFIER	ACCOUNT NUMBER	CLASS	AMOUNT	JOB NO	Ctg	Tsk	Sub	CT	CRW	JOURNAL DESCRIPTION
EX	BLOCK2	XXX*XXX 0001-00000	D	1200.0000	222001	1	1	1	1	100	PAYROLL DISTRIBUTION
F0	5011	000*000 0000-00000	C	17.7000						000	UNIDENTIFIED ACCOUNT
F0	6238A	000*000 0000-00000	C	2.0000						000	UNIDENTIFIED ACCOUNT
PL	005	000*000 0000-00000	C	32.3000						000	UNIDENTIFIED ACCOUNT
PL	100	000*000 0000-00000	C	8.0000						000	UNIDENTIFIED ACCOUNT
DD	102	000*000 0000-00000	C	1.0000						000	UNIDENTIFIED ACCOUNT
DD	200	000*000 0000-00000	C	80.0000						000	UNIDENTIFIED ACCOUNT
DD	234	000*000 0000-00000	C	4.3200						000	UNIDENTIFIED ACCOUNT
DD	371	000*000 0000-00000	C	2.0000						000	UNIDENTIFIED ACCOUNT

*** END OF REPORT ***

Payroll Distribution Journal Edit (MCP229)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Payroll Distribution Journal Edit (MCP229) when you submit the Pre-completion process. The report shows the specific General Ledger accounts where amounts will journal.

Use this report to verify that payroll transactions posting to the General Ledger are error-free.

The system uses the PD node to find the correct accounts for posting payroll transactions. For more information, see the *General Ledger Reference Manual*.

If the report displays the message “OUT OF BALANCE,” the journals may be posting to different entities. If you allow inter-company journaling, the system will allow you to run Payroll Completion. However, if you do not allow inter-company journaling, the system will interpret the imbalances as errors and not allow Completion until the imbalances are corrected.

To correct an imbalance, be certain that the Financial Posting Table entries belong to the correct payroll entity.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title “Pre-Completion Edit.”

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the Job Cost Journal Transactions file (E7BDJR), in Member 1, the Major Account Master file (N5MAJN), and the Application Batch Control Master file (C9BCTL).

This report shows payroll transactions edited with the pre-completion process.

A sample report follows this description.

Row Headings

***** ACCRUAL *** / *** CASH ***** - This label indicates the set of books to

which the transactions are posted.

ENTITY - This is the entity coding from the Job Cost Journal Transaction file. The format of this coding is stored in the System Definition Setup file. Your company specifies the format of this coding during system installation.

BATCH - This number currently reads "000."

Column Headings

REFN (Transaction Reference Code) - This is the journal node used for this transaction and the posting period and year.

(General Ledger Account Number) - This account number is from the Job Cost Journal Transaction file. Your company specifies the format and labeling for this account number during the System setup. For more information, see the *System Services Reference Manual*.

The information in the following columns is from the Job Cost Journal Transaction records. Each column is described, below:

JOURNAL DESCRIPTION - The description associated with the account number in the Financial Posting Table displays. The journal description might also be system generated to describe the journal node used.

DEBITS, CREDITS - These are the debit and credit amounts for the transaction.

REV (Auto-Reverse) - This flag indicates whether the entry is to be reversed automatically. "Y" = auto-reverse; blank = not auto-reverse.

CLASS (Accounting Class) - This indicates the class of books associated with the general ledger account. "T" = Tax; "S" = State; "G" = GAAP; and "X" = All.

REAL (Real/Memo) - This indicates the type of account these transactions will be posted to. "R" = Real; "M" = Memo.

POST DTE (Posting Date) - This is the month, day, and year to which the system posts the transaction. The posting date is determined in P/R Definition Setup as either the day worked, the weekend date, or the date for split week processing.

COST P/Y (Cost Period/Year) - This is period and year to which costs have been charged.

Total Lines

REFERENCE TOTALS... - These are the totals of all transactions listed for the reference shown in the Refn column.

ENTITY TOTALS... - These are the totals of all transactions listed for the entity shown next to the entity label.

CASH TOTAL... - These are the totals of all transactions listed.

Message Lines

*****OUT OF BALANCE***** - Records must balance within entity, class and book.

If any records are out of balance, the system prints this error message.

If the pooling resources flag is blank in System Definition Setup, an out of balance condition is a hard error. You must correct the journal entries before you can update the batch.

If the pooling resources flag is “Y,” the following message prints on the report and the system allows you to update the batch:

The pooling resource flag is set. Therefore balancing errors displayed above on ENTITY TOTALS are issued as warning messages only. You may proceed to update the batch and the system will automatically generate balancing entries in accordance with the standard balancing and inter-company journaling rules.

E (Error) - If the system does not find a valid entity/organization/major account/minor account combination, the report prints an “E” after the G/L code. To correct this condition, ensure that the G/L account coding is correct.

*****POST DATE MUST BE GREATER THAN HARD CLOSE DATE:**

XX/XX/XX*** - If you enter a “Y” in the Allow Prior Period Journals After Hard Close in G/L Definition Setup, this message is not displayed. If you leave the field blank, this message prints when the post date is the same as, or earlier than, the hard close date. For more information, see the *General Ledger Reference Manual*.

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PAYROLL DISTRIBUTION JOURNAL

EDIT

DATE 2/20/00

PAGE

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ENTITY: 100

*** CASH ***

REFN	Cmp/Div/Maj/Sub	JOURNAL DESCRIPTION	DEBITS	CREDITS	CLASS	REAL	POST DTE	COST P/Y
PD0200	100-00-4006-000000	Labor Expense	869.20	.00	X	R	2/19/00	2/00
	100-00-4006-000000	Burden Expense	167.16	.00	X	R	2/19/00	2/00
	100-00-4006-000000	Labor Expense	738.66	.00	X	R	2/19/00	2/00
	100-00-4006-000000	Burden Expense	248.42	.00	X	R	2/19/00	2/00
	100-00-4006-000000	Labor Expense	809.20	.00	X	R	2/19/00	2/00
	100-00-4006-000000	Burden Expense	270.47	.00	X	R	2/19/00	2/00
	100-00-7005-000000	Straight and OT wages PR	.00	2,145.00	X	R	2/19/00	2/00
	100-00-7520-000000	default union	.00	298.53	X	R	2/19/00	2/00
	100-00-7007-000000	Union Vacation Pay PV	.00	272.06	X	R	2/19/00	2/00
	100-00-7517-000000	test IW A	.00	48.33	X	R	2/19/00	2/00
	100-00-7517-000000	Ca- wkrs comp ins PP accrual	.00	.09	X	R	2/19/00	2/00
	100-00-7522-000000	Ca-pay period accrual A	.00	83.59	X	R	2/19/00	2/00
	100-00-7511-000000	Ca- pay period accrual A	.00	15.48	X	R	2/19/00	2/00
	100-00-7523-000000	Flat Burden Accrual (A)	.00	120.85	X	R	2/19/00	2/00
	100-00-7502-000000	F.I.C.A. relief (A)	.00	118.41	X	R	2/19/00	2/00
	100-00-7503-000000	F.U.I. accrual (A)	.00	.77	X	R	2/19/00	2/00

REFERENCE TOTALS...

ALL TOTALS

REAL TOTALS

3,103.11

3,103.11

3,103.11

ENTITY TOTALS...

ALL TOTALS

REAL TOTALS

3,103.11

3,103.11

3,103.11

CASH TOTAL...

ENTITY TOTALS

ALL TOTALS

REAL TOTALS

3,103.11

3,103.11

3,103.11

3,103.11

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PAYROLL DISTRIBUTION JOURNAL

EDIT

*** ACCRUAL ***

DATE 2/20/00

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2

ENTITY: 100

REFN	Cmp/Div/Maj/Sub	JOURNAL DESCRIPTION	DEBITS	CREDITS	CLASS	REAL	POST DTE	COST P/Y
PD0200	100-00-4006-000000	Labor Expense	869.20	.00	X	R	2/19/00	2/00
	100-00-4006-000000	Burden Expense	167.16	.00	X	R	2/19/00	2/00
	100-00-4006-000000	Labor Expense	738.66	.00	X	R	2/19/00	2/00
	100-00-4006-000000	Burden Expense	248.42	.00	X	R	2/19/00	2/00
	100-00-4006-000000	Labor Expense	809.20	.00	X	R	2/19/00	2/00
	100-00-4006-000000	Burden Expense	270.47	.00	X	R	2/19/00	2/00
	100-00-7005-000000	Straight and OT wages PR	.00	2,145.00	X	R	2/19/00	2/00
	100-00-7520-000000	default union	.00	298.53	X	R	2/19/00	2/00
	100-00-7007-000000	Union Vacation Pay PV	.00	272.06	X	R	2/19/00	2/00
	100-00-7517-000000	test IW A	.00	48.33	X	R	2/19/00	2/00
	100-00-7517-000000	Ca- wkrs comp ins PP accrual	.00	.09	X	R	2/19/00	2/00
	100-00-7522-000000	Ca-pay period accrual A	.00	83.59	X	R	2/19/00	2/00
	100-00-7511-000000	Ca- pay period accrual A	.00	15.48	X	R	2/19/00	2/00
	100-00-7523-000000	Flat Burden Accrual (A)	.00	120.85	X	R	2/19/00	2/00
	100-00-7502-000000	F.I.C.A. relief (A)	.00	118.41	X	R	2/19/00	2/00
	100-00-7503-000000	F.U.I. accrual (A)	.00	.77	X	R	2/19/00	2/00

REFERENCE TOTALS...

ALL TOTALS

REAL TOTALS

ENTITY TOTALS...

ALL TOTALS

REAL TOTALS

ACCRUAL TOTALS...

ENTITY TOTALS

ALL TOTALS

REAL TOTALS

Payroll Pre-Completion Proof (MCL415)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Payroll Pre-Completion Proof (MCL415) when you run the pre-completion process. The report shows the specific General Ledger accounts where amounts will journal.

Use this report to verify that payroll transactions posting to the General Ledger are error-free.

The system uses the PD node to find the correct accounts for posting payroll transactions. Information on this report is generated using the General Ledger Update Process (GLUP). For more information on GLUP, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title "Pre-Completion Edit."

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master file (N1ENTM).

A sample report follows this description.

Row Headings

BATCH - This field currently displays "000."

***** CASH *** / *** ACCRUAL ***** - The appropriate cash or accrual label prints, indicating the books where the journals are recorded.

ENTITY - This is the short description of the entity, from the Entity Master file. The system finds this description using the entity coding from the G/L account number.

ACCOUNTING PERIOD - Next to this label prints the posting period and year, followed by a message indicating the accounting year being updated. The messages are:

PP/YY OF THE CURRENT ACCOUNTING YEAR

PP/YY OF THE PRIOR ACCOUNTING YEAR

PP/YY OF THE PRIOR PRIOR ACCOUNTING YEAR

PP/YY OF THE NEXT ACCOUNTING YEAR

Column Headings

INDEX - This is the system-generated index number.

REFN - The journal reference numbering convention for payroll pre-completion journals is a combination of the journal node identifier and the period and year of posting.

(General Ledger Account Number) - This is the G/L account number for the transaction. Your company sets up the format and labeling for this number during system installation. For details, see the *System Services Reference Manual*.

ORGANIZATION NAME - The name of the organization master to which the journal posts displays.

MAJOR/MINOR DESCRIPTION - This is the description of the major or major/minor account from the Major Account Master or the Major/Minor Account Master file.

The information in the following columns is from the G/L Journal Transaction records for the batch. All of this information is entered into the records using the General Journal Processing screen. Each column is described, below:

JOURNAL DESCRIPTION - The description associated with the account number in the Financial Posting Table displays. The journal description might also be system generated to describe the journal node used.

SOURCE DESC - If you take detail to the General Ledger as defined in the major account, the batch number display. For more information, see the *General Ledger Reference Manual*.

DEBITS, CREDITS - The debit and credit amounts are from the G/L Journal Transaction file record for the transaction.

TRAN - This is the transaction code. These codes are defined in the Financial Posting Table file. For more information, see the *General Ledger Reference Manual*.

GROUP - This is the allocation group code, if used.

CLASS - This is the account class. The valid codes are:

T - Tax

S - State

G - GAAP

X - All

REAL/MEMO - This is the real or memo flag. The codes are:

R - Real M - Memo Q - Quantity

MODIFIER - This is the transaction modifier code from the Financial Posting Table. For transaction codes that have multiple entries, the system displays a code to indicate which account is used in posting.

Total Lines

ACCOUNTING CLASS TOTALS - This is the sum of debit and credit amounts for the account class.

REFERENCE TOTALS - This is the sum of debit and credit amounts for the reference number.

PERIOD TOTALS - This is the sum of debit and credit amounts for the accounting period.

ENTITY TOTALS - This is the sum of debit and credit amounts for the entity.

CASH TOTAL... / ACCRUAL TOTAL... - This is the sum of debit and credit amounts for the book, either cash or accrual.

Message Lines

OPENING ENTRY ADJUSTMENTS (For an Accounting Year) - A message line prints if there are opening entry adjustments for the accounting year. The message printed depends on the accounting year reported. The messages are shown, below:

ACCOUNTING PERIOD - PP/YY OPENING ENTRY ADJUSTMENTS FOR
THE PRIOR-PRIOR ACCOUNTING YEAR

ACCOUNTING PERIOD - PP/YY OPENING ENTRY ADJUSTMENTS FOR
THE PRIOR ACCOUNTING YEAR

ACCOUNTING PERIOD - PP/YY OPENING ENTRY ADJUSTMENTS FOR
THE CURRENT ACCOUNTING YEAR

***** OUT OF BALANCE ***** - If the journaling accounts that the system derives from the Financial Posting Table do not balance, this message will display.

DATE 2/18/00 PAGE 1

INDEX	REFN	Cmp/Div/Na.j/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS	R/M	MODIFIER
ENTITY - FIRST CORPORATION												
ACCOUNTING PERIOD - 2/00 OF THE NEXT ACCOUNTING YEAR												
00000	PD0200	100-00-4006-000000	WILCOX ELECTRIC	COST	PAYROLL DISTRIBUTION JOURNAL	BATCH 000	2,958.55	.00	EX	X	R	BLOCK2
00000	PD0200	100-00-7005-000000	WILCOX ELECTRIC	SICK PAY	Straight and OT wages PR	BATCH 000	.00	2,025.00	PR	X	R	
00000	PD0200	100-00-7007-000000	WILCOX ELECTRIC	UNION VACATION PAY	Union Vacation Pay PV	BATCH 000	.00	276.52	PV	X	R	
00000	PD0200	100-00-7502-000000	WILCOX ELECTRIC	FICA EMPLOYER	F.I.C.A. relief (A)	BATCH 000	.00	176.07	FM	X	R	A
00000	PD0200	100-00-7503-000000	WILCOX ELECTRIC	FUTA EMPLOYER	F.U.I. accrual (A)	BATCH 000	.00	1.15	FU	X	R	A
00000	PD0200	100-00-7511-000000	WILCOX ELECTRIC	SDI EMPLOYER	Ca- pay period accrual A	BATCH 000	.00	23.02	SD	X	R	A05
00000	PD0200	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	Ca- wks comp ins PP accrual	BATCH 000	.00	.06	IP	X	R	A05
00000	PD0200	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	test IW A	BATCH 000	.00	46.02	IW	X	R	A05
00000	PD0200	100-00-7520-000000	WILCOX ELECTRIC	UNION BENEFIT	default union	BATCH 000	.00	286.42	F0	X	R	
00000	PD0200	100-00-7522-000000	WILCOX ELECTRIC	EMPLOYER SUI	Ca-pay period accrual A	BATCH 000	.00	124.29	SU	X	R	A05
ACCOUNTING CLASS TOTALS							2,958.55					
REFERENCE TOTALS							2,958.55					
PERIOD TOTALS							2,958.55					
ENTITY TOTALS							2,958.55					
CASH TOTAL...							2,958.55					

Payroll Recharge Distribution Journal Edit (MCP229)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Payroll Recharge Distribution Journal Edit (MCP229) if you specify in P/R Definition Setup that you process recharge and you run the pre-completion process. For information to display on this report, an employee must have recharge information on the Labor Master when you create a time record. The report shows the specific General Ledger accounts where amounts will journal.

Use this report to verify that payroll transactions posting to the General Ledger are error-free.

The system uses the RD node to find the correct accounts for posting recharge transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title "Pre-Completion Edit."

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the Job Cost Journal Transactions file (E7BDJR), in Member 1, the Major Account Master file (N5MAJN), and the Application Batch Control Master file (C9BCTL).

This report shows recharged transactions edited with the pre-completion process.

For specific row and column descriptions besides the exception below, see the "Payroll Distribution Journal Edit (MCP229)" in this chapter.

A sample report follows this description.

JOURNAL DESCRIPTION- An exception exists on the Payroll Recharge Distribution Journal Edit. For journaling, a system generated description displays that reads "RECHARGE DISTRIBUTION."

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EDIT

DATE 2/20/00

PAGE

1

*** CASH ***

ENTITY:

100

PAYROLL RECHARGE DISTRIBUTION JOURNAL

REFN

Cmp/Div/Maj/Sub

JOURNAL DESCRIPTION

DEBITS

CREDITS

POST DTE COST P/Y

RD0200

100-00-4006-000000
100-00-4006-000000

RECHARGE DISTRIBUTION
RECHARGE DISTRIBUTION

2,000.00
.00

2,000.00
.00

2/00 2/00

REFERENCE TOTALS...

ALL TOTALS

REAL TOTALS

2,000.00
2,000.00
2,000.002,000.00
2,000.00
2,000.00

ENTITY TOTALS...

ALL TOTALS

REAL TOTALS

2,000.00
2,000.00
2,000.002,000.00
2,000.00
2,000.00

CASH TOTAL...

ENTITY TOTALS

ALL TOTALS

REAL TOTALS

2,000.00
2,000.00
2,000.00
2,000.00

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EDIT

DATE 2/20/00

PAGE

2

*** ACCRUAL ***

ENTITY:

100

PAYROLL RECHARGE DISTRIBUTION JOURNAL

REFN

Cmp/Div/Maj/Sub

JOURNAL DESCRIPTION

DEBITS

CREDITS

POST DTE COST P/Y

RD0200

100-00-4006-000000
100-00-4006-000000

RECHARGE DISTRIBUTION
RECHARGE DISTRIBUTION

2,000.00
.00

2,000.00
.00

2/19/00	2/00
2/19/00	2/00

REFERENCE TOTALS...

ALL TOTALS

FREE TOTALS
REAL TOTALS

2,000.00
2,000.002,000.00
2,000.00

ENTITY TOTALS...

ALL TOTALS

REAL TOTALS

2,000.00
2,000.002,000.00
2,000.00

ACCRUAL TOTAL...

ENTITY TOTALS

ALL TOTALS

REAL TOTALS

2,000.00
2,000.002,000.00
2,000.00

Payroll (Recharge) Pre-Completion Proof (MCL415)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Payroll (Recharge) Pre-Completion Proof (MCL415) if you specify in P/R Definition Setup that you process recharge and you run the pre-completion process. For information to display on this report, an employee must have recharge information on the Labor Master when you create a time record. The report shows the specific General Ledger accounts where amounts will journal.

Use this report to verify that payroll transactions posting to the General Ledger are error-free.

The system uses the RD node to find the correct accounts for posting recharge transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title “Pre-Completion Edit.”

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master file (N1ENTM).

For specific row and column descriptions, see the “Payroll Pre-Completion Proof (MCL415)” in this chapter.

A sample report follows this description.

Payroll Union Fringe Journal Edit (MCP229)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Payroll Union Fringe Journal Edit (MCP229) when you run the pre-completion process. The report shows the specific General Ledger accounts where amounts will journal.

Use this report to verify that equipment transactions posting to the General Ledger are error-free.

The system uses the UF node to find the correct accounts for posting union fringe transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title “Pre-Completion Edit.”

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the Job Cost Journal Transactions file (E7BDJR), in Member 1, the Major Account Master file (N5MAJN), and the Application Batch Control Master file (C9BCTL).

This report shows union fringe transactions edited with the pre-completion process.

For specific row and column descriptions, see the “Payroll Distribution Journal Edit (MCP229)” in this chapter.

A sample report follows this description.

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PAYROLL UNION FRINGE JOURNAL

EDIT

*** CASH ***

DATE 2/20/00

PAGE

1

ENTITY:

100

REFN

Cmp/Div/Maj/Sub

JOURNAL DESCRIPTION

DEBITS

CREDITS

POST	DTE	COST	P/Y
------	-----	------	-----

UF0300

100-00-7531-000000
100-00-7531-000000
100-00-7532-000000
100-00-7532-000000
100-00-7596-000000
100-00-7596-000000

[illegible]

20.59	.00
.00	20.59
63.44	.00
.00	63.44
214.50	.00
.00	214.50

[illegible]

REFERENCE TOTALS...

ALL TOTALS

REAL TOTALS

298.53	298.53
298.53	298.53
298.53	298.53

ENTITY TOTALS...

ALL TOTALS

REAL TOTALS

298.53	298.53
298.53	298.53
298.53	298.53

CASH TOTAL...

ENTITY TOTALS

ALL TOTALS

REAL TOTALS

298.53	298.53
298.53	298.53
298.53	298.53
298.53	298.53

TrueLine Systems Release 4.3 Doc										
ENTITY:		PAYROLL UNION FRINGE JOURNAL		EDIT	*** ACCRUAL ***		DATE	2/20/00	PAGE	2
100										
REFN	Cmp/Div/Maj/Sub	JOURNAL DESCRIPTION			DEBITS	CREDITS	CLASS	REAL	POST DTE	COST P/Y
UF0300	100-00-7531-000000	UNION FRINGE DISTRIBUTION			20.59	.00	X	R	2/20/00	3/00
	100-00-7531-000000	UNION FRINGE DISTRIBUTION			.00	20.59	X	R	2/20/00	3/00
	100-00-7532-000000	UNION FRINGE DISTRIBUTION			63.44	.00	X	R	2/20/00	3/00
	100-00-7532-000000	UNION FRINGE DISTRIBUTION			.00	63.44	X	R	2/20/00	3/00
	100-00-7596-000000	UNION FRINGE DISTRIBUTION			214.50	.00	X	R	2/20/00	3/00
	100-00-7596-000000	UNION FRINGE DISTRIBUTION			.00	214.50	X	R	2/20/00	3/00
REFERENCE TOTALS...										
ALL TOTALS					298.53	298.53				
REAL TOTALS					298.53	298.53				
ENTITY TOTALS...										
ALL TOTALS					298.53	298.53				
REAL TOTALS					298.53	298.53				
ACCRUAL TOTAL...										
ENTITY TOTALS					298.53	298.53				
ALL TOTALS					298.53	298.53				
REAL TOTALS					298.53	298.53				

Payroll (Union) Pre-Completion Proof (MCL415)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Payroll (Union) Pre-Completion Proof (MCL415) when you run the pre-completion process. Information appears on this report only if there are union fringe amounts set up in a Union Master record that is associated with a employee's time record.

Use this report to verify that union fringe transactions posting to the General Ledger are error-free before submitting the Payroll Completion process.

The system uses the UF node to find the correct accounts for posting union fringe transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title "Pre-Completion Edit."

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master File (N1ENTM).

This report shows union fringe transactions edited with the pre-completion process.

For specific row and column descriptions, see the "Payroll Pre-Completion Proof (MCL415)" in this chapter.

A sample report follows this description.

Trueline Systems Release 4.3 Doc										000 BATCH		PAYROLL PRE-COMPLETION		PROOF		*** CASH ***		DATE		2/18/00		PAGE	
INDEX	REFN	Cmp	Div	Ma	j	Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN	GROUP	CLASS	R/M	MODIFIER						
ENTITY - FIRST CORPORATION																							
ACCOUNTING PERIOD - 2/00 OF THE NEXT ACCOUNTING YEAR																							
00000	UF0200	100-00-7531-000000	WILCOX ELECTRIC				UNION H&W	UNION FRINGE DISTRIBUTION	BATCH 000		19.44	.00	F1		X	R	A						
00000	UF0200	100-00-7531-000000	WILCOX ELECTRIC				UNION H&W	UNION FRINGE DISTRIBUTION	BATCH 000		.00		19.44	F1		X	R	B					
00000	UF0200	100-00-7532-000000	WILCOX ELECTRIC				UNION PENSION	UNION FRINGE DISTRIBUTION	BATCH 000		64.48	.00	F2		X	R	A						
00000	UF0200	100-00-7532-000000	WILCOX ELECTRIC				UNION PENSION	UNION FRINGE DISTRIBUTION	BATCH 000		.00		64.48	F2		X	R	B					
00000	UF0200	100-00-7596-000000	WILCOX ELECTRIC				% OF FRINGE GROSS	UNION FRINGE DISTRIBUTION	BATCH 000		202.50	.00	F6		X	R	A						
00000	UF0200	100-00-7596-000000	WILCOX ELECTRIC				% OF FRINGE GROSS	UNION FRINGE DISTRIBUTION	BATCH 000		.00		202.50	F6		X	R	B					
ACCOUNTING CLASS TOTALS												286.42											
REFERENCE TOTALS												286.42											
PERIOD TOTALS												286.42											
ENTITY TOTALS												286.42											
CASH TOTAL...												286.42											

Payroll Flat Burden Journal Edit (MCP229)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Payroll Flat Burden Journal Edit (MCP229) when you run the pre-completion process. For information to display on this report, you must have flat burden set up at on the state master or the union master. Information will also display on this report for employer contributed 401K/125S deductions. The report shows the specific General Ledger accounts where amounts will journal.

Use this report to verify that flat burden posting to the General Ledger are error-free.

The system uses the FB or the 4K nodes to find the correct accounts for posting flat burden transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

- Step 1:** At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title “Pre-Completion Edit.”
- Step 2:** Optionally change the report date.
- To submit the pre-completion process,** press F6.
- Step 3:** To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the Job Cost Journal Transactions file (E7BDJR), in Member 1, the Major Account Master file (N5MAJN), and the Application Batch Control Master file (C9BCTL).

This report shows a total for flat burden transactions edited with the pre-completion process.

For specific row and column descriptions, see the “Payroll Distribution Journal Edit (MCP229)” in this chapter.

A sample report follows this description.

TrueLine Systems Release 4.3 Doc											
ENTITY:		100		PAYROLL FLAT BURDEN JOURNAL		EDIT		*** ACCRUAL ***		DATE 2/20/00 PAGE 2	
REFN	Cmp/Div/Maj/Sub	JOURNAL DESCRIPTION				DEBITS	CREDITS	CLASS	REAL	POST DTE	COST P/Y
		-----				-----	-----	-----	-----	-----	-----
FB0300	100-00-7523-000000	FLAT BURDEN DISTRIBUTION FB B				120.85	.00	X	R	2/20/00	3/00
	100-00-7523-000000	FLAT BURDEN DISTRIBUTION FB B				.00	120.85	X	R	2/20/00	3/00
		REFERENCE TOTALS...				120.85	120.85				
		ALL TOTALS				120.85	120.85				
		REAL TOTALS				120.85	120.85				
		ENTITY TOTALS...				120.85	120.85				
		ALL TOTALS				120.85	120.85				
		REAL TOTALS				120.85	120.85				
		ACCRUAL TOTAL...				120.85	120.85				
		ENTITY TOTALS				120.85	120.85				
		ALL TOTALS				120.85	120.85				
		REAL TOTALS				120.85	120.85				

Payroll (Flat Burden) Pre-Completion Proof (MCL415)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Payroll (Flat Burden) Pre-Completion Proof (MCL415) when you run the pre-completion process. Information displays on this report when you have a time record in the pay period for an employee associated with a union that calculates a flat burden amount, associated with a state record that contains a flat burden amount. Information will also display when an employee has a 401K/125S deduction which is employer contributed.

Use this report to verify that flat burden transactions posting to the General Ledger are error-free before submitting the Payroll Completion process.

The system uses the FB or 4K nodes to find the correct accounts for posting transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title “Pre-Completion Edit.”

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master File (N1ENTM).

This report shows flat burden transactions edited with the pre-completion process.

For specific row and column descriptions, see the “Payroll Pre-Completion Proof (MCL415)” in this chapter.

A sample report follows this description.

Trueline Systems Release 4.3 Doc 000 BATCH										PROOF	*** CASH ***	DATE	2/20/00	PAGE	1
INDEX	REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS	R/M	MODIFIER			

ENTITY - FIRST CORPORATION ACCOUNTING PERIOD - 3/00 OF THE NEXT ACCOUNTING YEAR															
00000	FB0300	100-00-7523-000000	WILCOX ELECTRIC	MISC BURDEN	FLAT BURDEN DISTRIBUTION FB B	BATCH 000	120.85	.00	FB	X	R	B			
00000	FB0300	100-00-7523-000000	WILCOX ELECTRIC	MISC BURDEN	FLAT BURDEN DISTRIBUTION FB B	BATCH 000	.00	120.85	FB	X	R	C			
							-----	-----							
							120.85	120.85							
ACCOUNTING CLASS TOTALS															
							-----	-----							
							120.85	120.85							
REFERENCE TOTALS															
							-----	-----							
							120.85	120.85							
PERIOD TOTALS															
							-----	-----							
							120.85	120.85							
ENTITY TOTALS															
							-----	-----							
							120.85	120.85							
CASH TOTAL...															
							-----	-----							
							120.85	120.85							

Payroll Insurance Journal Edit (MCP229)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Payroll Insurance Journal Edit (MCP229) when you run the pre-completion process. The report shows the specific General Ledger accounts where amounts will journal.

Use this report to verify that insurance transactions posting to the General Ledger are error-free.

The system uses the IJ node to find the correct accounts for posting insurance transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title “Pre-Completion Edit.”

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the Job Cost Journal Transactions file (E7BDJR), in Member 1, the Major Account Master file (N5MAJN), and the Application Batch Control Master file (C9BCTL).

This report shows insurance transactions edited with the pre-completion process.

For specific row and column descriptions, see the “Payroll Distribution Journal Edit (MCP229)” in this chapter.

A sample report follows this description.

Trueline Systems Release 4.3 Doc									
ENTITY:		100		PAYROLL INSURANCE JOURNAL		EDIT		*** CASH ***	
DATE		2/20/00		PAGE		1			
REFN	Cmp/Div/Maj/Sub	JOURNAL DESCRIPTION		DEBITS	CREDITS	CLASS	REAL	POST DTE	COST P/Y
IJ0300	100-00-7517-000000	P/L INSURANCE DISTRIBUTION		.08	.00	X	R	2/20/00	3/00
	100-00-7517-000000	P/L INSURANCE DISTRIBUTION		.00	.08	X	R	2/20/00	3/00
	100-00-7517-000000	W/C INSURANCE DISTRIBUTION		48.34	.00	X	R	2/20/00	3/00
	100-00-7517-000000	W/C INSURANCE DISTRIBUTION		.00	48.34	X	R	2/20/00	3/00
REFERENCE TOTALS...				48.42	48.42				
ALL TOTALS				48.42	48.42				
REAL TOTALS				48.42	48.42				
ENTITY TOTALS...				48.42	48.42				
ALL TOTALS				48.42	48.42				
REAL TOTALS				48.42	48.42				
CASH TOTAL...				48.42	48.42				
ENTITY TOTALS				48.42	48.42				
ALL TOTALS				48.42	48.42				
REAL TOTALS				48.42	48.42				

Trueline Systems Release 4.3 Doc										
ENTITY:		100		PAYROLL INSURANCE JOURNAL		EDIT	*** ACCRUAL ***		DATE 2/20/00	PAGE 2
REFN	Cmp/Div/Maj/Sub	JOURNAL DESCRIPTION		DEBITS	CREDITS	CLASS	REAL	POST DTE	COST P/Y	
I30300	100-00-7517-000000	P/L INSURANCE DISTRIBUTION		.08	.00	X	R	2/20/00	3/00	
	100-00-7517-000000	P/L INSURANCE DISTRIBUTION		.00	.08	X	R	2/20/00	3/00	
	100-00-7517-000000	W/C INSURANCE DISTRIBUTION		48.34	.00	X	R	2/20/00	3/00	
	100-00-7517-000000	W/C INSURANCE DISTRIBUTION		.00	48.34	X	R	2/20/00	3/00	
REFERENCE TOTALS...				48.42	48.42					
ALL TOTALS				48.42	48.42					
REAL TOTALS				48.42	48.42					
ENTITY TOTALS...				48.42	48.42					
ALL TOTALS				48.42	48.42					
REAL TOTALS				48.42	48.42					
ACCRUAL TOTAL...				48.42	48.42					
ENTITY TOTALS				48.42	48.42					
ALL TOTALS				48.42	48.42					
REAL TOTALS				48.42	48.42					

Trueline Systems Release 4.3 Doc										000 BATCH		PAYROLL PRE-COMPLETION		PROOF		*** CASH ***		DATE		2/18/00		PAGE	
INDEX	REFN	Cmp	Div	Ma	j	Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN	GROUP	CLASS	R/M	MODIFIER						
ENTITY - FIRST CORPORATION																							
ACCOUNTING PERIOD - 2/00 OF THE NEXT ACCOUNTING YEAR																							
00000	IJ0200	100	-00	-7517	-0000000		WILCOX ELECTRIC	MISC DEDUCTION	P/L INSURANCE DISTRIBUTION	BATCH 000	.05		.00	IP		X	R	B05					
00000	IJ0200	100	-00	-7517	-0000000		WILCOX ELECTRIC	MISC DEDUCTION	P/L INSURANCE DISTRIBUTION	BATCH 000	.00		.05	IP		X	R	CD05					
00000	IJ0200	100	-00	-7517	-0000000		WILCOX ELECTRIC	MISC DEDUCTION	W/C INSURANCE DISTRIBUTION	BATCH 000	46.03		.00	IW		X	R	B05					
00000	IJ0200	100	-00	-7517	-0000000		WILCOX ELECTRIC	MISC DEDUCTION	W/C INSURANCE DISTRIBUTION	BATCH 000	.00		46.03	IW		X	R	C05					
ACCOUNTING CLASS TOTALS												46.08											
REFERENCE TOTALS												46.08											
PERIOD TOTALS												46.08											
ENTITY TOTALS												46.08											
CASH TOTAL...												46.08											

Payroll Disbursement Journal Edit (MCP229)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Payroll Disbursement Journal Edit (MCP229) when you run the pre-completion process. The report shows the specific General Ledger accounts where amounts will journal.

Use this report to verify that payroll disbursement transactions posting to the General Ledger are error-free.

The system uses the PR node to find the correct accounts for posting payroll disbursement transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title “Pre-Completion Edit.”

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the Job Cost Journal Transactions file (E7BDJR), in Member 1, the Major Account Master file (N5MAJN), and the Application Batch Control Master file (C9BCTL).

This report shows payroll disbursement transactions edited with the pre-completion process.

For specific row and column descriptions, see the “Payroll Distribution Journal Edit (MCP229)” in this chapter.

A sample report follows this description.

Trueline Systems Release 4.3 Doc

PAYROLL DISBURSEMENT JOURNAL

EDIT

DATE 2/20/00

PAGE

1

*** CASH ***

ENTITY:

100

REFN	Cmp/Div/Maj/Sub	JOURNAL DESCRIPTION	DEBITS	CREDITS	CLASS	REAL	POST DTE	COST P/Y
PR0300	100-00-7007-000000	Union Vacation Pay PV	272.06	.00	X	R	2/20/00	3/00
	100-00-7005-000000	Straight and OT wages PR	2,145.00	.00	X	R	2/20/00	3/00
	100-00-7507-000000	Employee Federal Income Tax	.00	304.61	X	R	2/20/00	3/00
	100-00-7501-000000	Employee FICA taxes	.00	184.90	X	R	2/20/00	3/00
	100-00-7522-000000	Ca- debit relief B	130.52	.00	X	R	2/20/00	3/00
	100-00-7522-000000	Ca- credit liability C	.00	130.52	X	R	2/20/00	3/00
	100-00-7524-000000	Union Vacation Out	.00	272.06	X	R	2/20/00	3/00
	100-00-7517-000000	Christmas Club dd	.00	25.00	X	R	2/20/00	3/00
	100-00-1003-000000	PAYROLL BANK ACCOUNT P/R	.00	1,430.42	X	R	2/20/00	3/00
	100-00-7505-000000	California state income Tax	.00	51.24	X	R	2/20/00	3/00
	100-00-7509-000000	ca ee sdi sd	.00	18.30	X	R	2/20/00	3/00
	100-00-7510-000000	ca sui	.00	130.53	X	R	2/20/00	3/00
	100-00-7502-000000	F.I.C.A. relief (B)	149.86	.00	X	R	2/20/00	3/00
	100-00-7502-000000	F.I.C.A. liability (C)	.00	149.86	X	R	2/20/00	3/00
	100-00-7502-000000	F.I.C.A. relief (B)	35.04	.00	X	R	2/20/00	3/00
	100-00-7502-000000	F.I.C.A. liability (C)	.00	35.04	X	R	2/20/00	3/00
	100-00-7503-000000	F.U.I. relief (B)	1.20	.00	X	R	2/20/00	3/00
	100-00-7503-000000	F.U.I. expense	.00	1.20	X	R	2/20/00	3/00
	100-00-7511-000000	Ca- debit relief B	15.48	.00	X	R	2/20/00	3/00
	100-00-7511-000000	Ca- credit liability C	.00	15.48	X	R	2/20/00	3/00

REFERENCE TOTALS...

ALL TOTALS

REAL TOTALS

2,749.16
2,749.16
2,749.16

ENTITY TOTALS...

ALL TOTALS

REAL TOTALS

2,749.16
2,749.16
2,749.16

CASH TOTAL...

ENTITY TOTALS

ALL TOTALS

REAL TOTALS

2,749.16
2,749.16
2,749.16

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PAYROLL DISBURSEMENT JOURNAL

EDIT

DATE 2/20/00

PAGE

2

ENTITY:

100

*** ACCRUAL ***

REFN	Cmp/Div/Maj/Sub	JOURNAL DESCRIPTION	DEBITS	CREDITS	CLASS	REAL	POST DTE	COST P/Y
PR0300	100-00-7007-000000	Union Vacation Pay PV	272.06	.00	X	R	2/20/00	3/00
	100-00-7005-000000	Straight and OT wages PR	2,145.00	.00	X	R	2/20/00	3/00
	100-00-7507-000000	Employee Federal Income Tax	.00	304.61	X	R	2/20/00	3/00
	100-00-7501-000000	Employee FICA taxes	.00	184.90	X	R	2/20/00	3/00
	100-00-7522-000000	Ca- debit relief B	130.52	.00	X	R	2/20/00	3/00
	100-00-7522-000000	Ca- credit liability C	.00	130.52	X	R	2/20/00	3/00
	100-00-7524-000000	Union Vacation Out	.00	272.06	X	R	2/20/00	3/00
	100-00-7517-000000	Christmas Club dd	.00	25.00	X	R	2/20/00	3/00
	100-00-1003-000000	PAYROLL BANK ACCOUNT P/R	.00	1,430.42	X	R	2/20/00	3/00
	100-00-7505-000000	California state income Tax	.00	51.24	X	R	2/20/00	3/00
	100-00-7509-000000	ca ee sdi sd	.00	18.30	X	R	2/20/00	3/00
	100-00-7510-000000	ca sui	.00	130.53	X	R	2/20/00	3/00
	100-00-7502-000000	F.I.C.A. relief (B)	149.86	.00	X	R	2/20/00	3/00
	100-00-7502-000000	F.I.C.A. liability (C)	.00	149.86	X	R	2/20/00	3/00
	100-00-7502-000000	F.I.C.A. relief (B)	35.04	.00	X	R	2/20/00	3/00
	100-00-7502-000000	F.I.C.A. liability (C)	.00	35.04	X	R	2/20/00	3/00
	100-00-7503-000000	F.U.I. relief (B)	1.20	.00	X	R	2/20/00	3/00
	100-00-7503-000000	F.U.I. expense	.00	1.20	X	R	2/20/00	3/00
	100-00-7511-000000	Ca- debit relief B	15.48	.00	X	R	2/20/00	3/00
	100-00-7511-000000	Ca- credit liability C	.00	15.48	X	R	2/20/00	3/00

REFERENCE TOTALS...

ALL TOTALS

REAL TOTALS

2,749.16

2,749.16

2,749.16

ENTITY TOTALS...

ALL TOTALS

REAL TOTALS

2,749.16

2,749.16

2,749.16

ACCRUAL TOTALS...

ENTITY TOTALS

ALL TOTALS

REAL TOTALS

2,749.16

2,749.16

2,749.16

2,749.16

Payroll (Disbursement) Pre-Completion Proof (MCL415)

Access

Menu 107, Option 33

Purpose

The system automatically generates the Payroll (Disbursement) Pre-Completion Proof (MCL415) when you run the pre-completion process.

Use this report to verify that payroll disbursement transactions posting to the General Ledger are error-free before submitting the Payroll Completion process.

The system uses the PR node to find the correct accounts for posting payroll disbursement transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit. The system displays the standard report request screen with the title “Pre-Completion Edit.”

Step 2: Optionally change the report date.

To submit the pre-completion process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master File (N1ENTM).

This report shows payroll disbursement transactions edited with the pre-completion process.

For specific row and column descriptions, see the “Payroll Pre-Completion Proof (MCL415)” in this chapter.

A sample report follows this description.

TrueLine Systems Release 4.3 Doc				000 BATCH		PAYROLL PRE-COMPLETION		PROOF *** CASH ***		DATE 2/18/00		PAGE	
INDEX	REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS R/M	MODIFIER		
ENTITY - FIRST CORPORATION			ACCOUNTING PERIOD - 2/00 OF THE NEXT ACCOUNTING YEAR										
00000	PR0200	100-00-1003-000000	WILCOX ELECTRIC	BANK ACCOUNT 1003	PAYROLL BANK ACCOUNT P/R	BATCH 000	.00	1,050.93	CB	X	R	PR	
00000	PR0200	100-00-7005-000000	WILCOX ELECTRIC	SICK PAY	Straight and OT wages PR	BATCH 000	2,025.00	.00	PR	X	R		
00000	PR0200	100-00-7007-000000	WILCOX ELECTRIC	UNION VACATION PAY	Union Vacation Pay PV	BATCH 000	276.52	.00	PV	X	R		
00000	PR0200	100-00-7501-000000	WILCOX ELECTRIC	FICA EMPLOYEE	Employee FICA taxes	BATCH 000	.00	176.06	FI	X	R		
00000	PR0200	100-00-7502-000000	WILCOX ELECTRIC	FICA EMPLOYER	F.I.C.A. relief (B)	BATCH 000	176.06	.00	FM	X	R	B	
00000	PR0200	100-00-7502-000000	WILCOX ELECTRIC	FICA EMPLOYER	F.I.C.A. liability (C)	BATCH 000	.00	176.06	FM	X	R	C	
00000	PR0200	100-00-7503-000000	WILCOX ELECTRIC	FUTA EMPLOYER	F.U.I. relief (B)	BATCH 000	1.15	.00	FU	X	R	B	
00000	PR0200	100-00-7503-000000	WILCOX ELECTRIC	FUTA EMPLOYER	F.U.I. expense	BATCH 000	.00	1.15	FU	X	R	C	
00000	PR0200	100-00-7505-000000	WILCOX ELECTRIC	SIT EMPLOYEE	California state income Tax	BATCH 000	.00	126.13	ST	X	R	05	
00000	PR0200	100-00-7507-000000	WILCOX ELECTRIC	FIT EMPLOYEE	Employee Federal Income Tax	BATCH 000	.00	494.93	FT	X	R		
00000	PR0200	100-00-7509-000000	WILCOX ELECTRIC	SDI EMPLOYEE	ca ee sdi sd	BATCH 000	.00	12.20	SD	X	R	05	
00000	PR0200	100-00-7510-000000	WILCOX ELECTRIC	SUI EMPLOYEE	ca sui	BATCH 000	.00	124.29	SU	X	R	05	
00000	PR0200	100-00-7511-000000	WILCOX ELECTRIC	SDI EMPLOYER	Ca- debit relief B	BATCH 000	23.02	.00	SD	X	R	B05	
00000	PR0200	100-00-7511-000000	WILCOX ELECTRIC	SDI EMPLOYER	Ca- credit liability C	BATCH 000	.00	23.02	SD	X	R	C05	
00000	PR0200	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	Default DD Deduction	BATCH 000	.00	40.46	DD	X	R	150	
00000	PR0200	100-00-7522-000000	WILCOX ELECTRIC	EMPLOYER SUI	Ca- debit relief B	BATCH 000	124.28	.00	SU	X	R	B05	
00000	PR0200	100-00-7522-000000	WILCOX ELECTRIC	EMPLOYER SUI	Ca- credit liability C	BATCH 000	.00	124.28	SU	X	R	C05	
00000	PR0200	100-00-7524-000000	WILCOX ELECTRIC	VACATION OUT	Union Vacation Out	BATCH 000	.00	276.52	VO	X	R		

ACCOUNTING CLASS TOTALS 2,626.03

REFERENCE TOTALS 2,626.03

PERIOD TOTALS 2,626.03

ENTITY TOTALS 2,626.03

CASH TOTAL... 2,626.03

New Hire Listing (MCP210)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

The system automatically generates the New Hire Listing (MCP210) when you first pay an employee after the hire or rehire date in the Labor Master and you run the pre-completion or completion process.

Use this report to provides new employee information needed to comply with the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

The report prints for each state in which new employees work.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information on this report comes from the following files:

Financial Posting Table (G2LDCH)	Financial Entity Master (N1ENTM)
State Master Table (B4STAT)	Labor Master (AGLBMS)
Employee Time Transactions (B5TIME MBR2, MBR5)	

The report sorts employees alphabetically by last name.

A sample report follows this description.

EMPLOYER NAME..... JORDAN LONGFELLOW
EMPLOYER ADDRESS.. 1234 MAIN STREET
CITY/STATE..... THISTLEY, CA
ZIP CODE..... 95555
TELEPHONE.....

STATE ID #..... 111 22231 CALIFORNIA
FEDERAL ID #..... 94-43568799

EMPLOYEE NAME
HIRE DATE
S.S.NO
STREET
CITY/STATE
ZIP

THOMAS, SUSAN M. 5/31/99 674-23-9812 931 S. WASHINGTON ST WALNUT CREEK, CA 94564

Period Summary P/R Bdn Job Costs Summarized By Job, Period Summary R/C Brdn Job Costs Summarized By Job (MCC204R6)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

The system automatically prints the Period Summary P/R Brd Job Costs, Summarized By Job report when you run the pre-completion or completion process. The system also prints the Period Summary R/C Brd. Job Costs, Summarized By Job report when you run the pre-completion or completion process if you process recharge time.

Since the system does not recharge the burden details, no information prints on the Period Summary R/C Brd. Job Costs, Summarized By Job report.

Use the Period Summary P/R Brd Job Costs, Summarized By Job report to review the burden posting to the Job Cost journal for each job.

This report sorts by job number.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Labor Master file (AGLBMS), the Job Master file (A2JBMS), the Pay Period Date Schedule file (J5DATE), and the Employee Time Transactions file (B5TIME).

A sample report follows this description.

Row Headings

FINANCIAL PERIOD - The period to which the transactions were posted displays. If you split Job Cost, the report prints each period separately.

Column Headings

JOB - The job number displays.

JOB NAME - The job description from the Job Master file displays.

F.I.C.A. - The social security withheld for the job displays.

F.U.I. - The federal unemployment insurance withheld for the job displays.

S.U.I. - The state unemployment insurance withheld for the job displays.

S.D.I. - The employer's portion of state disability insurance withheld displays.

UNFRNG - The amount of union fringe withheld displays.

W/C - The workmen's compensation premium for the job displays.

PL/PD - The personal liability/property damage premium for the job displays.

401(K) - The employer contributed portion of 401K deductions displays.

FLAT - The additional flat burden calculated for the job displays.

MISC. 1 - The amount for miscellaneous category 1 displays.

MISC. 2 - The amount for miscellaneous category 2 displays.

MISC. 3 - The amount for miscellaneous category 3 displays.

MISC. 4/5 - The amount for miscellaneous category 4 and miscellaneous category 5 displays.

TOTAL - The total of all the columns for the job displays.

Total Lines

FIN. PR. TOTAL - The system totals each column within financial period.

CPNY TOTAL - The system totals each column on the report.

TrueLine Documentation-Construction

PERIOD SUMMARY P/R BDN.JOB COSTS, SUMMARIZED BY JOB

P/R PERIOD ENDING DATE 6/25/99 PAGE 1

JOB	JOB NAME	F.I.C.A.	F.U.I.	S.U.I.	S.D.I.	UNFRNG	W/C	PL/PD	401(K)	FLAT	MISC.1	MISC.2	MISC.3	MISC.4/ MISC.5	TOTAL
---	-----	-----	-----	-----	-----	-----	---	---	---	---	-----	-----	-----	-----	---
FIN. PR. 06/99															
3	Timberhill Shopping	623.34		410.67		2524.10	17.30		.11						3,575.52
4	Woodhams Building	56.24		39.70		340.88	2.36								439.18
5	Arizona Freeway	86.84		61.30		344.88		34.06							527.08
900203	Equipment Home Job	50.61		39.70		340.88	2.36								433.55
900500	Payroll Home Job	156.24		41.90		345.48	4.72								548.34
FIN. PR. TOTAL--															
		973.27		593.27		3896.22	26.74	34.06	.11						5,523.67
CPNY TOTAL--															
		973.27		593.27		3896.22	26.74	34.06	.11						5,523.67

TrueLine Documentation-Construction

PERIOD SUMMARY R/C BRDN JOB COSTS, SUMMARIZED BY JOB

P/R PERIOD ENDING DATE6/25/99PAGE1

JOB	JOB NAME	F.I.C.A.	F.U.I.	S.U.I.	S.D.I.	UNFRNG	W/C	PL/PD	401(K)	FLAT	MISC.1	MISC.2	MISC.3	MISC.4/ MISC.5	TOTAL
---	-----	-----	-----	-----	-----	-----	---	---	---	---	---	---	---	---	---

FIN. PR. 06/99

3 Timberhill Shopping

900501 Payroll Relief Job

FIN. PR. TOTAL-

CPNY TOTAL-

Period Summary Payroll Job Costs Summarized By Job, Period Summary Recharge Job Costs Summarized By Job (MCC204R5)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

The system automatically prints the Period Summary Payroll Job Costs, Summarized By Job report when you run the pre-completion or completion process. The system also prints the Period Summary Recharge Job Costs, Summarized By Job report when you run the pre-completion or completion process if you process recharge time.

Use these reports to review the regular payroll and recharge costs posting to the Job Cost journal for each job.

This report sorts by job number.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Job Master file (A2JBMS), the Pay Period Date Schedule file (J5DATE), and the Employee Time Transactions file (B5TIME).

A sample report follows this description.

Row Headings

FIN. PR. XX/XX - The period and year to which the information is posted displays. If the Job Cost period is split, the report prints each period separately.

Column Headings

JOB - The job number displays.

JOB NAME - The description of the job displays.

1 HRS - The hours worked on the job at wage rate 1 display.

2 HRS - The hours worked on the job at wage rate 2 display.

3 HRS - The hours worked on the job at wage rate 3 display.

4 HRS - The hours worked on the job at wage rate 4 display.

5 HRS - The hours worked on the job at wage rate 5 display.

TAXABLE - The total taxable gross wages for the job.

BURDEN - The calculated burden for the job displays.

NON-TAX - The total non-taxable gross amount for the job.

EQUIP HRS - The hours for equipment used on the job displays.

EQUIP GROSS - The gross amount charged to the job for equipment used displays.

Total Lines

FIN. PR. TOTAL - The system totals each column within financial period.

CPNY TOTAL - The system totals each column on the report.

TrueLine Documentation-Construction

PERIOD SUMMARY PAYROLL JOB COSTS, SUMMARIZED BY JOB

P/R PERIOD ENDING DATE 6/25/99 PAGE 1

JOB	JOB NAME	1 HRS	2 HRS	3 HRS	4 HRS	5 HRS	TAXABLE	BURDEN	NON-TAX	EQUIP HRS	EQUIP GROSS
---	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
FIN. PR. 06/99											
3	Timberhill Shopping Center	280.00	5.00	8.00			8147.84	3575.52	80.00	22.00	330.00
4	Woodhams Building	40.00					735.20	439.18		25.00	375.00
5	Arizona Freeway	40.00					1135.20	527.08			
900203	Equipment Home Job	40.00					735.20	433.55			
900500	Payroll Home Job	80.00					2042.40	548.34			
FIN. PR. TOTAL--											
		480.00	5.00	8.00			12795.84	5523.67	80.00	47.00	705.00
OPNY TOTAL--											
		480.00	5.00	8.00			12795.84	5523.67	80.00	47.00	705.00

TrueLine Documentation-Construction

PERIOD SUMMARY RECHARGE JOB COSTS, SUMMARIZED BY JOB

P/R PERIOD ENDING DATE 6/25/99

PAGE 1

JOB	JOB NAME	1 HRS	2 HRS	3 HRS	4 HRS	5 HRS	TAXABLE	BURDEN	NON-TAX	EQUIP HRS	EQUIP GROSS
-----	----------	-------	-------	-------	-------	-------	---------	--------	---------	-----------	-------------

FIN. PR. 06/99

3 Timberhill Shopping Center

60.00 5200.00

900501 Payroll Relief Job

60.00- 5200.00-

FIN. PR. TOTAL-

CPNY TOTAL-

Period Summary P/R Bdn Job Costs, Period Summary R/C Bdn Job Costs (MCC204R4)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

The system automatically prints the Period Summary P/R Brd Job Costs report when you run the pre-completion or completion process. The system also prints the Period Summary R/C Brd. Job Costs report when you run the pre-completion or completion process if you process recharge time.

Since the system does not recharge burden, no burden amounts print on the Period Summary R/C Brd. Job Costs report. However, the production job and the payroll relief job as well as the cost coding for each prints on the report.

Use the Period Summary P/R Brd Job Costs report to review the burden posting to the Job Cost journal for each job.

This report sorts by job number.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Job Master file (A2JBMS), the Pay Period Date Schedule file (J5DATE), and the Employee Time Transactions file (B5TIME).

A sample report follows this description.

Row Headings

FINANCIAL PERIOD - The period to which the transactions were posted displays. If you split Job Cost, the report prints each period separately.

(Cost Code Elements) - The report prints one row for each cost code element you define for Job Cost. Each column is summarized at each element level. The elements are repeated for each job.

JOB (Totals) - The total of all columns at the job level displays.

Column Headings

JOB - The job number and description displays.

(Cost Code) - The report prints each element of the job cost code.

F.I.C.A. - The social security withheld for the job displays.

F.U.I. - The federal unemployment insurance withheld for the job displays.

S.U.I. - The state unemployment insurance withheld for the job displays.

S.D.I. - The employer's portion of state disability insurance withheld displays.

UNFRNG - The amount of union fringe withheld displays.

W/C - The workmen's compensation premium for the job displays.

PL/PD - The personal liability/property damage premium for the job displays.

401(K) - The employer contributed portion of 401K deductions displays.

FLAT - The additional flat burden calculated for the job displays.

MISC. 1 - The amount for miscellaneous category 1 displays.

MISC. 2 - The amount for miscellaneous category 2 displays.

MISC. 3 - The amount for miscellaneous category 3 displays.

MISC. 4/5 -The amount for miscellaneous category 4 and miscellaneous category 5 displays.

TOTAL - The total of all the columns for the job displays.

Total Lines

FIN. PR. TOTAL - The system totals each column within financial period.

CPNY TOTAL - The system totals each column on the report.

TrueLine Documentation-Construction

PERIOD SUMMARY P/R BDN.JOB COSTS

P/R PERIOD ENDING DATE

6/25/99

PAGE 1

JOB	Cat	Task	Subt	F.I.C.A.	F.U.I.	S.U.I.	S.D.I.	UNFRNG	W/C	PL/PD	401(K)	FLAT	MISC.1	MISC.2	MISC.3	MISC.4/ MISC.5	TOTAL
---	---	---	---	-----	-----	-----	-----	-----	---	-----	-----	---	-----	-----	-----	-----	-----

3 Timberhill Shopping Center

FINANCIAL PERIOD 06/99

Subt	01	002	0000	623.34		410.67		2524.10	17.30	34.06	65.11						3575.52
Task	01	002		623.34		410.67		2524.10	17.30	34.06	65.11						3575.52
Cat	01			623.34		410.67		2524.10	17.30	34.06	65.11						3575.52
JOB				623.34		410.67		2524.10	17.30	34.06	65.11						3575.52

4 Woodhams Building

FINANCIAL PERIOD 06/99

Subt	01	002	0000	56.24		39.70		340.88	2.36								439.18
Task	01	002		56.24		39.70		340.88	2.36								439.18
Cat	01			56.24		39.70		340.88	2.36								439.18
JOB				56.24		39.70		340.88	2.36								439.18

900500 Payroll Home Job

FINANCIAL PERIOD 06/99

Subt	01	002	0000	64.81					2.36								67.17
Task	01	002		64.81					2.36								67.17
Subt	01	003	0000	91.43		41.90		345.48	2.36								481.17
Task	01	003		91.43		41.90		345.48	2.36								481.17
Cat	01			156.24		41.90		345.48	4.72								548.34
JOB				156.24		41.90		345.48	4.72								548.34

FIN. PR.

				835.82		492.27		3210.38	24.38	34.06	65.11						4662.02
--	--	--	--	--------	--	--------	--	---------	-------	-------	-------	--	--	--	--	--	---------

CPNY

				835.82		492.27		3210.38	24.38	34.06	65.11						4662.02
--	--	--	--	--------	--	--------	--	---------	-------	-------	-------	--	--	--	--	--	---------

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PERIOD SUMMARY R/C BRDN JOB COSTS

6/25/99PAGE1

JOB	Cat	Task	Subt	F.I.C.A.	F.U.I.	S.U.I.	S.D.I.	UNFRNG	W/C	PL/PD	401(K)	FLAT	MISC.1	MISC.2	MISC.3	MISC.4/ MISC.5	TOTAL
---	---	---	---	-----	-----	-----	-----	-----	---	-----	-----	---	-----	-----	-----	-----	-----

3 Timberhill Shopping Center

FINANCIAL PERIOD 06/99

Subt	01	002	0000														
Task	01	002															
Cat	01																
JOB																	

900501 Payroll Relief Job

FINANCIAL PERIOD 06/99

Subt	01	004	0000														
Task	01	004															
Cat	01																
JOB																	

FIN. PR.

CPNY

Period Detail P/R Brd. Job Costs, Period Detail R/C Brd. Job Costs (MCC204R3)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

The system automatically prints the Period Detail P/R Brd Job Costs report when you run the pre-completion or completion process. The system also prints the Period Detail R/C Brd. Job Costs report when you run the pre-completion or completion process if you process recharge time.

Since the system does not recharge the burden details, no burden amounts print on the Period Detail R/C Brd. Job Costs report. However, the report does list all employees being recharged in the pay period.

Use the Period Detail P/R Brd Job Costs report to review the burden details posting to the Job Cost journal.

This report sorts by job, beginning a new page with each new job number, then by cost code.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Job Master file (A2JBMS), the Pay Period Date Schedule file (J5DATE), and the Employee Time Transactions file (B5TIME).

A sample report follows this description.

Title

JOB - The job number and description displays. Each job prints on a separate page.

FINANCIAL PERIOD XX/XX - The financial period and year the of posting displays.

Column Headings

(Cost Code) - The cost code used for the time record displays.

EMPLOYEE - The employee number, last name, first and middle initials display.
For each different wage rate or pay code on the time record, an employee line prints.

DATE - The posting date for the transaction.

F.I.C.A. - The social security withheld for the employee displays.

F.U.I. - The federal unemployment insurance withheld for the employee displays.

S.U.I. - The state unemployment insurance withheld for the employee displays.

S.D.I. - The employer's portion of state disability insurance withheld displays.

UNFRNG - The amount of union fringe withheld for the employee displays.

W/C - The workmen's compensation premium for the employee displays.

PL/PD - The personal liability/property damage premium for the employee displays.

401(K) - The employer contributed portion of 401K deductions displays.

FLAT - The additional flat burden calculated for the employee displays.

MISC. 1 - The amount for miscellaneous category 1 displays.

MISC. 2 - The amount for miscellaneous category 2 displays.

MISC. 3 - The amount for miscellaneous category 3 displays.

MISC. 4/5 - The amount for miscellaneous category 4 and miscellaneous category 5 displays.

TOTAL - The total of all the columns for the employee displays.

Row Headings

(Cost Code Elements) - The report prints one row for each cost code element you define for Job Cost. Each column is summarized at each element level. The elements are repeated for each job.

JOB TOTAL - The total of all columns at the job level.

Total Lines

FIN. PR. TOTAL - The totals of each column for the financial period.

CPNY TOTAL - The totals of each column for the report.

TrueLine Documentation-Construction

PERIOD DETAIL P/R BRD JOB COSTS

P/R PERIOD ENDING DATE 6/25/99

PAGE 1

JOB----- 3 Timberhill Shopping Center										FINANCIAL PERIOD 06/99						
COST CODE	EMPLOYEE	DATE	F.I.C.A.	F.U.I.	S.U.I.	S.D.I.	UNFRNG	W/C	PL/PD	401 (K)	FLAT	MISC.1	MISC.2	MISC.3	MISC.4/ MISC.5	TOTAL
010020000 00001 PORTER	J	6/25/99	57.03		38.24		318.99	2.21								416.47
010020000 00001 PORTER	J	6/25/99	3.45		2.31		19.27	.13								25.16
010020000 00001 PORTER	J	6/25/99	5.17		3.46		28.89	.20								37.72
010020000 00003 SHINTAZO	J	6/25/99	77.44		54.66		309.74	2.12								443.96
010020000 00003 SHINTAZO	J	6/25/99	13.00		9.18		52.01	.36								74.55
010020000 00003 SHINTAZO	J	6/25/99	13.00		9.18		52.01	.36								74.55
010020000 00011 XI	C	6/25/99	81.49		57.52		344.18	2.36		.11						485.66
010020000 00013 LOSHINI	A	6/23/99	3.83		2.70		14.89	.10								21.52
010020000 00013 LOSHINI	A	6/23/99	1.91		1.35		7.43	.05								10.74
010020000 00013 LOSHINI	A	6/23/99	87.37		61.67		340.05	2.33								491.42
010020000 00013 LOSHINI	A	6/25/99	38.25				5.00									43.25
010020000 00022 HOMES	G	6/25/99	75.37		53.20		342.88	2.36								473.81
010020000 00028 WASHINGTON	N D	6/25/99	86.84		61.30		344.88	2.36								495.38
010020000 00031 THOMAS	S M	6/25/99	79.19		55.90		343.88	2.36								481.33
Sub 0000			623.34		410.67		2524.10	17.30		.11						3,575.52
Tas 002			623.34		410.67		2524.10	17.30		.11						3,575.52
Cat 01			623.34		410.67		2524.10	17.30		.11						3,575.52
JOB TOTAL			623.34		410.67		2524.10	17.30		.11						3,575.52
FINANCIAL PERIOD TOTAL																
			623.34		410.67		2524.10	17.30		.11						3,575.52
COMPANY TOTAL																
			623.34		410.67		2524.10	17.30		.11						3,575.52

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PERIOD DETAIL R/C BRD JOB COSTS

P/R PERIOD ENDING DATE 6/25/99 PAGE 1

JOB-----

3 Timberhill Shopping Center

FINANCIAL PERIOD 06/99

[illegible]

010020000 00012 RONSTON J F 6/25/99

010020000 00040 LE K F 6/25/99

Sub 0000

Tas 002

Cat 01

JOB TOTAL

Period Summary Payroll Job Costs, Period Summary Recharge Job Costs (MCC204R2)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

The system automatically prints the Period Summary Payroll Job Costs report when you run the pre-completion or completion process. The system also prints the Period Summary Recharge Job Costs report when you run the pre-completion or completion process if you process recharge time.

Use these reports to review the regular payroll and recharge amounts posting to the Job Cost journal.

This report sorts by job number and then cost code within job.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Job Master file (A2JBMS), the Pay Period Date Schedule file (J5DATE), and the Employee Time Transactions file (B5TIME).

A sample report follows this description.

Row Headings

FIN. PR. XX/XX - The period and year to which the information is posted displays. If the Job Cost period is split, the report prints each period separately.

Column Headings

JOB - The job number and description displays.

(Cost Code Elements) - The report prints one row for each cost code element you define for Job Cost. Each column is summarized at each element level. The

elements are repeated for each job.

1 HRS - The hours worked on the job at wage rate 1 display. On the recharge report, the recharge hours display.

2 HRS - The hours worked on the job at wage rate 2 display.

3 HRS - The hours worked on the job at wage rate 3 display.

4 HRS - The hours worked on the job at wage rate 4 display.

5 HRS - The hours worked on the job at wage rate 5 display.

TAXABLE - The total taxable gross wages for the job. On the recharge report, the amount being recharged displays.

BURDEN - The calculated burden for the job displays.

NON-TAX - The total non-taxable gross amount for the job.

EQUIP HRS - The hours for equipment used on the job displays.

EQUIP GROSS -The gross amount charged to the job for equipment used displays.

Total Lines

FIN. PR. (Total) - The system totals each column within financial period.

CPNY (Total) - The system totals each column on the report.

TrueLine Documentation-Construction

PERIOD SUMMARY PAYROLL JOB COSTS

P/R PERIOD ENDING DATE 6/25/99

PAGE 1

JOB	Cat	Task	Subt	1 HRS	2 HRS	3 HRS	4 HRS	5 HRS	TAXABLE	BURDEN	NON-TAX	EQUIP HRS	EQUIP GROSS
---	---	---	---	----	----	----	----	----	-----	-----	-----	-----	-----

3 Timberhill Shopping Center

FINANCIAL PERIOD 06/99													
Subt	01	002	0000	280.00	5.00	8.00			8147.84	3575.52	80.00	22.00	330.00
Task	01	002		280.00	5.00	8.00			8147.84	3575.52	80.00	22.00	330.00
Cat	01			280.00	5.00	8.00			8147.84	3575.52	80.00	22.00	330.00
JOB				280.00	5.00	8.00			8147.84	3575.52	80.00	22.00	330.00

4 Woodhams Building

FINANCIAL PERIOD 06/99													
Subt	01	002	0000	40.00					735.20	439.18		25.00	375.00
Task	01	002		40.00					735.20	439.18		25.00	375.00
Cat	01			40.00					735.20	439.18		25.00	375.00
JOB				40.00					735.20	439.18		25.00	375.00

5 Arizona Freeway

FINANCIAL PERIOD 06/99													
Subt	01	002	0000	40.00					1135.20	527.08			
Task	01	002		40.00					1135.20	527.08			
Cat	01			40.00					1135.20	527.08			
JOB				40.00					1135.20	527.08			

900203 Asset with Equipment Job

FINANCIAL PERIOD 06/99													
Subt	01	002	0000	40.00					735.20	433.55			
Task	01	002		40.00					735.20	433.55			
Cat	01			40.00					735.20	433.55			
JOB				40.00					735.20	433.55			

900500 Payroll Home Job

FINANCIAL PERIOD 06/99													
Subt	01	002	0000	40.00					847.20	67.17			
Task	01	002		40.00					847.20	67.17			

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PERIOD SUMMARY PAYROLL JOB COSTS

6/25/99

PAGE

2

JOB	Cat	Task	Subt	1	2	3	4	5	HRS	TAXABLE	BURDEN	NON-TAX	EQUIP HRS	EQUIP GROSS
				----	----	----	----	----	----	----	----	----	----	----
Subt	01	003	0000	40.00						1195.20	481.17			
Task	01	003		40.00						1195.20	481.17			
Cat	01			80.00						2042.40	548.34			
JOB				80.00						2042.40	548.34			
FIN. PR.				480.00	5.00	8.00				12795.84	5523.67	80.00	47.00	705.00
CPNY				480.00	5.00	8.00				12795.84	5523.67	80.00	47.00	705.00

PERIOD SUMMARY RECHARGE JOB COSTS				P/R PERIOD ENDING DATE				NON-TAX				EQUIP HRS				EQUIP GROSS			
JOB	Cat	Task	Subt	1 HRS	2 HRS	3 HRS	4 HRS	5 HRS	TAXABLE	BURDEN									
3 Timberhill Shopping Center																			
FINANCIAL PERIOD 06/99																			
Subt	01	002	0000	60.00					5200.00										
Task	01	002		60.00					5200.00										
Cat	01			60.00					5200.00										
JOB				60.00					5200.00										
900501 Payroll Relief Job																			
FINANCIAL PERIOD 06/99																			
Subt	01	004	0000	60.00-					5200.00-										
Task	01	004		60.00-					5200.00-										
Cat	01			60.00-					5200.00-										
JOB				60.00-					5200.00-										

FIN. PR.

CPNY

Period Detail Payroll Job Costs, Period Detail Recharge Job Costs (MCC204R1)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

The system automatically generates the Period Detail Payroll Job Costs when you run the pre-completion or completion process. The system also prints the Period Detail Recharge Job Costs report when you run the pre-completion or completion process if you process recharge time.

Use these reports to review the detail amounts posting to the Job Cost journal for both regular payroll and recharge time.

This report sorts by job, beginning a new page with each new job number, then by cost code.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Job Master file (A2JBMS), the Pay Period Date Schedule file (J5DATE), and the Employee Time Transactions file (B5TIME).

A sample report follows this description.

Column Headings

(Cost Code) - The cost code used on the time record displays.

EMP NO - The employee number displays.

EMPLOYEE NAME - The employee last name, first name, and middle initial displays. For each wage rate and pay code on the time record, a separate employee line prints.

1 HRS - The hours worked on the job at wage rate 1 display. On the recharge report, the recharge hours display.

2 HRS - The hours worked on the job at wage rate 2 display.

3 HRS - The hours worked on the job at wage rate 3 display.

4 HRS - The hours worked on the job at wage rate 4 display.

5 HRS - The hours worked on the job at wage rate 5 display.

TAXABLE - The total taxable gross wages for the job. On the recharge report, the amount being recharged displays.

BURDEN - The calculated burden for the job displays.

NON-TAX - The total non-taxable gross amount for the job.

EQP NO. - The number of the equipment the employee used displays.

EQUIP HRS - The hours for equipment used on the job displays.

EQUIP GROSS - The gross amount charged to the job for equipment used displays.

DATE - The date to which the transaction was posted displays.

Row Headings

(Cost Code Elements) TOTAL - The report prints one row for each cost code element you define for Job Cost. Each column is summarized at each element level. The elements are repeated for each job.

JOB TOTAL - The total of all columns at the job level.

Total Lines

FINANCIAL PERIOD TOTAL - The system totals each column within financial period.

COMPANY TOTAL - The system totals each column on the report.

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PERIOD DETAIL PAYROLL JOB COSTS

P/R PERIOD ENDING DATE 6/25/99 PAGE 1

3 Timberhill Shopping Center																
JOB-----					FINANCIAL PERIOD 06/99											
Cat	Task	Subt	EMP #	EMPLOYEE NAME	1 HRS	2 HRS	3 HRS	4 HRS	5 HRS	TAXABLE	BURDEN	NON-TAX	EQP. NO.	EQP HRS	EQUIP GROSS	DATE
01*002*0000			00001	PORTER	JON	40.00				745.34	416.47	80.00				6/25/99
01*002*0000			00001	PORTER	JON		3.00			45.00	25.16					6/25/99
01*002*0000			00001	PORTER	JON					67.50	37.72					6/25/99
01*002*0000			00003	SHINTAZO	JAI ME	40.00				1012.24	443.96					6/25/99
01*002*0000			00003	SHINTAZO	JAI ME		8.00			170.00	74.55					6/25/99
01*002*0000			00003	SHINTAZO	JAI ME					170.00	74.55					6/25/99
01*002*0000			00011	XI	CHAN	40.00				1065.20	485.66					6/25/99
01*002*0000			00013	LOSHINI	AMY		2.00			50.00	21.52					6/23/99
01*002*0000			00013	LOSHINI	AMY					25.00	10.74					6/23/99
01*002*0000			00013	LOSHINI	AMY	40.00				1141.96	491.42		1020	12.00	180.00	6/23/99
01*002*0000			00013	LOSHINI	AMY					500.00	43.25					6/25/99
01*002*0000			00022	HOMES	GREG	40.00				985.20	473.81					6/25/99
01*002*0000			00028	WASHINGTON	NORMAN	D 40.00				1135.20	495.38		1020	10.00	150.00	6/25/99
01*002*0000			00031	THOMAS	SUSAN	M 40.00				1035.20	481.33					6/25/99
				Subt	0000	TOTAL-	280.00	5.00	8.00	8147.84	3575.52	80.00		22.00	330.00	
				Task	002	TOTAL-	280.00	5.00	8.00	8147.84	3575.52	80.00		22.00	330.00	
				Cat	01	TOTAL-	280.00	5.00	8.00	8147.84	3575.52	80.00		22.00	330.00	
				JOB		TOTAL-	280.00	5.00	8.00	8147.84	3575.52	80.00		22.00	330.00	
FINANCIAL PERIOD						TOTAL-	280.00	5.00	8.00	8147.84	3575.52	80.00		22.00	330.00	
COMPANY						TOTAL-	280.00	5.00	8.00	8147.84	3575.52	80.00		22.00	330.00	

P/R Pay Period Check Register (MCP487)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

The system automatically generates the P/R Pay Period Check Register (MCP487) when you run the pre-completion or payroll completion process.

Use this report as a hard copy of the checks and amounts written on each bank account for the pay cycle.

The report sorts by bank account, then by check number. Each bank account code begins a new page.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Labor Master file (AGLBMS), the Pay Period Date Schedule file (J5DATE), the Bank Master file (G7BKFL), and the Payroll Check file (A9PRCK).

A sample report follows this description.

Title

****NO DIRECT DEPOSIT INFORMATION IN THIS PAY CYCLE** - If you have bypassed the entire pay period so that no direct deposit is taken, the system displays this record.

Column Headings

EMPNO - The employee number for each check displays. If an employee received more than one check, a record prints for each check received.

EMPLOYEE NAME - The employee's last name, first name, and middle initial displays.

S.S. NO. - The employee's social security number displays.

CHECK NO. - The check number displays.

CHECK DATE - The date on the check displays.

NET - The net amount for which the check was written displays.

(Description) - If the check was a prepay, the report displays "PRE-PAY CHECK." If the check was paid with a direct deposit, the report displays "DIRECT DEPOSIT."

Total Lines

TOTAL AMOUNT - The total net amount for the bank account displays.

TOTAL CHECKS - The total number of checks written on the bank account displays.

TrueLine Documentation-Construction

P/R PAY PERIOD CHECK REGISTER
BANK WF WELLS FARGO

DATE 6/25/99 PAGE 1

EMPNO	EMPLOYEE NAME	S.S. NO.	CHECK NO.	CHECK DATE	NET
-----	-----	-----	-----	-----	---
00001	PORTER JON	100-00-1000	2220	6/28/99	296.44
00003	SHINTAZO JAIME	659-34-2110	2221	6/28/99	513.29
00011	XI CHAN	562-45-5122	2222	6/28/99	359.91
00012	RONSTON JACK	671-19-1278	2223	6/28/99	451.28
00013	LOSHINI AMY	543-35-2987	2224	6/28/99	832.70
00013	LOSHINI AMY	543-35-2987	2225	6/28/99	216.00
00022	HOMES GREG	562-14-3214	2226	6/28/99	266.80
00013	LOSHINI AMY	543-35-2987	2226	6/28/99	200.00
00024	FREIDMAN SARA	254-58-7541	2227	6/28/99	114.51
00025	ROYCE ALBERT	785-45-8921	2228	6/28/99	60.97
00028	WASHINGTON NORMAN	348-98-1298	2229	6/28/99	541.13
00031	THOMAS SUSAN	674-23-9812	2230	6/28/99	498.16
00022	HOMES GREG	562-14-3214	2230	6/25/99	151.63
00040	LE KIMBERLY	782-54-1733	2231	6/28/99	566.55
-----	-----	-----	-----	-----	-----
T O T A L				A M O U N T	5,069.37
T O T A L				C H E C K S	14

A/P Allocation Split Report (MCA104)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

If you indicated to use cost allocation processing in A/P Definition Setup and you indicate that you use the wage attachment feature in P/R Definition Setup, the system automatically generates the A/P Allocation Split Report (MCA104) when you run the payroll pre-completion or completion process.

No information prints on this report because wage attachment creates only the G/L journaling and only job cost journaling can be allocated.

For more information about A/P allocation tables, see the *Accounts Payable Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

This report is automatically generated at pre-completion and completion.

Contents

No information should print on this report.

A/P Node Audit Report (MCA455)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

If you indicate that you use the wage attachment feature in P/R Definition Setup, the system automatically generates the A/P Node Audit Report (MCA455) when you run the payroll pre-completion or completion process.

Use this report to verify the accounts used for the A/P batch are correct.

The information on the report is derived using the wage attachment information in P/R Definition Setup and the employee's deduction information. No Job Cost information prints on this report when it is run through payroll.

For more information, see the *Accounts Payable Reference Manual*.

For more information about setting up a deduction for A/P invoicing, see "About Deduction Based Invoice Generation" in this chapter.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

This report is automatically generated at pre-completion and completion.

Contents

The information on this report comes from the following files:

Job Master File (A2JBMS)	Voucher Master file (C6VCHR)
Deduction Master File (B0DEDC)	401K Deduction Master(C0DEDC)
Labor Master - 401K Deductions (AJLBMS MBR01)	Financial Posting Table (G2LDCH)
Application Batch Control Master (C9BCTL)	
Purchase Order Accounts Payable Terms Code Master (OTTERM)	Labor Master - Deductions (ADLBMS)
Accounts Payable Transactions (C7MTAP MBR01)	Vendor Master (C5VNMF)

The report is sorted by batch number and then by voucher line item number.

A sample report follows this description.

Column Headings

VOUCHER - The system-generated voucher number for each invoice entry.

VENDOR NO. AND NAME - The vendor number is on the deduction table and the description comes from the Vendor Master file.

LINE - The system-assigned line number for each transaction in the batch.

DESCRIPTION - The line item description, from the employee's Deduction Master.

No Job Cost information prints on this report.

JOB - No information prints on this report.

(Cost Code) - No information prints on this report.

CT - No information prints on this report.

TCOD - Not used on this report.

TR (Transaction Code) - These are the transaction codes for the journal node. The system uses the OE transaction code as the offset to the deduction from payroll. The system uses the AP transaction code for the A/P liability.

MODF (Modifier) - The report prints the A/P liability type from P/R Definition Setup as the modifier. The system uses this modifier code to find the correct general ledger account.

GR (Group) - If the transaction code has additional modifiers in the Financial Posting Table, the report prints the group modifier.

OVR - Overridden at voucher entry time. A "Y" displays for the OE portion of the record.

ACCOUNT - The general ledger account to which the line item is posted.

ERR - Error. You can correct an error by maintaining the voucher batch in A/P. For more information, see the *Accounts Payable Reference Manual*.

"W" plus a class code (T, S, G, X) in this column means the debits and credits are out of balance by class. The message; "W=Warning, account classes are different" is printed.

"E" in this column indicates one of the following errors:

- The G/L account information contains an error.
- The system could not derive the G/L account number.
- An unidentified account ("ID" transaction code) is flagged as an error when the *SUSPN feature option is installed. When *SUSPN is off, unidentified accounts are not flagged as errors if they are valid accounts.

If the system cannot find a General Ledger account through the "EX" transaction code, it posts to the suspense account you set up in the Financial Posting Table as an ID transaction and prints "E" here if your system is set up

to return ID entries as errors.

Verify that you have entered the correct job, cost code and cost type. If necessary, follow your company's procedure to add a new "EX" record to the Financial Posting Table.

If the "EX" is already set up in the Financial Posting Table, verify that it has been set up correctly. Verify that the Major Account has been set up as a real account, not a memo account. If you have set your system to validate the minor account number in System Definition Setup, verify that the Major/minor Account has been set up.

DEBIT - This is the amount debited to the account for the line item.

CREDIT - This is the amount credited to the account for the line item.

Total Lines

ACCOUNT RECAP - For the update Register only, the report calculates and prints the debit and credit totals for all vouchers for each G/L account.

VOUCHER TOTAL - This is the voucher total amount for each voucher number.

BATCH TOTAL - This is the total amount for the batch.

Note: The total amounts may be greater than the actual transaction amounts. For example, if a prepaid invoice is posted in one period and the check date is for another period, there will be two debit entries and two credit entries posted for the transaction. Each column will show the total of the two entries. (If the check date is in the same period as the posting date of the invoice, the AP liability will net to zero and will not show.)

If a prepaid invoice for \$100 is posted in October, with the check date in November, the following entries will show on the Audit Report:

<u>Debit</u>		<u>Credit</u>		
EX	100			(invoice entry - increase expense)
		AP	100	(invoice entry - increase liability)
AP	100			(check issued - decrease liability)
		CB	<u>100</u>	(check issued - decrease cash)
Account Recap	<u>200</u>		<u>200</u>	

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[illegible]

90001 CCCFC Contra Costa County Family Collections

3 FAMILY SUPPORT	000 000000	AP	546-00-2100-000000	.00	125.00
	000-000.000	OE	Y 100-00-7517-000000	125.00	.00

VOUCHER TOTAL	----->	125.00	125.00
---------------	--------	--------	--------

BATCH TOTAL	----->	125.00	125.00
-------------	--------	--------	--------

Account Payable Edit List (MCA207)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

If you indicate that you use the wage attachment feature in P/R Definition Setup, the system automatically generates the Account Payable Edit List (MCA207) when you run the payroll pre-completion or completion process.

Use this report to verify that the information the system used to create the A/P batch is correct.

If an error prints on this report, the system will still create the A/P batch at payroll completion. However, you will need to maintain the information using A/P Voucher Batch processing. For more information, see the *Accounts Payable Reference Manual*.

For more information about setting up a deduction for A/P invoicing, see “About Deduction Based Invoice Generation” in this chapter.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

This report is automatically generated at pre-completion and completion.

Contents

The information on this report reflects the voucher the system derived using the payroll deduction information you set up.

If you answer “Y” to “Print A/P List by Vendor” in A/P Definition Setup, the report will sort by vendor number.

A sample report follows this description.

Column Headings

A - VENDOR - Vendor number and name from the Vendor Master (C5VNMF) file.
The number and name print each time the vendor number changes.

B - VOUCHER - The system-generated voucher number from the A/P Transaction file (C7MTAP - Invoice Item Entry Member, MBR01). The first four digits are

the posting month and year.

Note: A voucher reversal will show the original voucher number in a portion of the description field, in place of some of the written description. This overstriking is done automatically by the system and does not represent an error.

LINE - The system-generated line number for each transaction line item.

PAY DATE - The target pay date for the voucher, either keyed at voucher entry or derived from the Terms file. If you do not enter a target pay date, the system calculates this date based on the invoice date and the vendor terms code from the Vendor Master (C5VNMF) file.

INVOICE - The invoice number from Voucher Entry.

INV DTE - The invoice date from Voucher Entry.

PBNK - The bank code for the account against which the payment is made, derived from the home job in P/R Definition Setup.

AFE NUMBER - User defined "Authorization for Expenditure". Appears if selected in System Definition Setup.

C - DESCRIPTION - This is the description of the voucher line item from the Deduction Master.

TICKET NUMBER - User defined number. Appears if selected in System Definition Setup.

D - LIAB TY - The liability type code from P/R Definition Setup.

TR - Transaction type. System-generated codes include: Blank (regular line item), RT (retention), and TX (sales tax from Subcontracts). FU (Fuel) is entered at voucher entry.

TX - If sales tax is included in the unit price from Subcontracts, the report prints a "Y."

STAT -Reserved for future use.

CITY -Reserved for future use.

CNTY -Reserved for future use.

E - NOTE -If this voucher is from Notes Payable, the number of the note.

COMP - If this voucher is from Notes Payable, the transaction component code.

SEQ - If this voucher is from Notes Payable, the amortization schedule sequence number.

P.O. - If the transaction is a Purchase Order, the purchase order number.

F- JOB - The number of the job against which the line item is charged.

(Cost Code) - The cost code against which the line item is charged.

CT - (Cost Type) The cost type against which the line item is charged.

WONO - Reserved for future use.

SUBCONTRACT - The subcontract number, if the invoice is entered through Subcontracts.

CHG -The change order number, if the line item is a subcontract change order.

G - EQUIP - The number of the equipment against which the line item is charged.

ITEM/PHA - The equipment item and phase against which the line item is charged. The system derives the cost coding from item/phase.

H - QUANTITY - The quantity from voucher entry.

PRD TYP - The product type if entered. Used for the Fuel Application.

UOM - (Unit of Measure) If the line item is from a Purchase Order, the unit of measure.

H.JOB -The home job from voucher entry. The system derives the organization segment from the home job to charge the liability.

I - GROSS AMOUNT - The gross amount of the line item.

DISCOUNT - The discount amount, if any, for the line item. It is entered for the line item at voucher entry, or derived from the discount percentage in the voucher entry header, or derived from the Terms file.

RETENTION - This is the amount of retention, if any, for the line item for subcontract transactions.

HOLD - Reserved for future use.

ERROR CODES - If the system finds an error in the voucher information, it prints an error code consisting of a letter and a number in Column J. The letter refers to the column on the report in which the error occurred. Use these error codes to make corrections, as needed.

A “duplicate invoice” warning message prints under the information in Columns I and J when such a condition exists. Use these warnings to make corrections if necessary.

You can correct an error by maintaining the voucher batch in A/P. For more information, see the *Accounts Payable Reference Manual*.

A1 The vendor number is invalid. Be sure you entered the correct vendor number. If the number is correct, follow your company's procedures to set up a Vendor Master record for the vendor.

B6 The home job entity is not equal to the bank's entity on the G2 Table file and the bank is not an imprest bank.

1. Be sure you entered the correct bank account code.

2. Be sure the bank code is set up in the Bank Master file. If not, follow your company's procedures for adding a new master record.

3. Be sure the bank code is set up in the Financial Posting Table for a CB

transaction.

4. Be sure the home job entity is the same as the entity for the CB transaction in the Financial Posting Table or the bank account is flagged “Y” in the “Used by multiple organizations” field in the Bank Master.

E1 Invalid note number.

F1 Invalid job number or the job number is closed (the Job Closed field in the Job Master (J2JBMS) file is equal to “Y”).

1. Be sure you entered the correct job number.

2. Be sure the number is set up in the Job Master. If not, follow your company's procedures for adding a new job.

3. Check to see if the job has been closed. If so, follow your company's procedures for re-opening the job or use a different job number.

F2 The cost code is not in the Bid Master (A4BIDM) file.

1. Be sure you entered the correct cost coding for the job.

2. The system searches for the cost code/cost type first in the distribution job, then the reference job, and finally the default standard job. Be sure the cost coding is set up in at least one of these default scheme jobs in the Job Chart of Accounts.

F3 The cost type is invalid or the Closed Item field in the Bid Master (A4BIDM) file is equal to “Y” (the cost code number is closed).

1. Be sure you entered the correct cost code and cost type.

2. Check the Job Chart of Accounts; the cost code may be closed. If so, follow your company's procedures for re-opening the cost code or use a different cost code.

3. Be sure the cost type is valid for Accounts Payable and Subcontract in the Cost Type Master file.

4. Check the Job Chart of Accounts; the cost type may be closed. If so, follow your company's procedures for re-opening the cost type or use a different cost type.

F5 Contract number invalid. Be sure the contract number is valid in Sub-contracts.

G1 Invalid equipment number

1. Be sure the equipment number is set up in the Equipment Master file.

2. If the equipment number is valid, be sure you also entered a corresponding equipment item and phase number.

The equipment number could be valid, but you will receive this error message if no corresponding equipment item number was entered.

G2 Invalid equipment item number.

1. Be sure you entered the correct item and phase on the voucher.

2. Be sure the equipment item and phase is valid in the Equipment Maintenance Labels Master.

H3 Invalid home job number or the home job number is closed (the Job Closed field in the Job Master (A2JBMS) file is equal to “Y”).

1. Be sure you entered the correct home job.

2. Check in the Job Master file for the home job number to see if the job is closed. If so, follow your company's procedures to re-open the home job or use a different home job.

I1 If the voucher line is from Purchase Orders, the amount on the line and all other voucher lines for the same purchase order exceeds the purchase order amount.

Row Headings

JOINT CHECK - If you have set up the voucher or vendor for joint checks, the report prints the reference vendor number and description, and the joint check amount, for each reference vendor.

PREPAID VOUCHER - Prepaid voucher information (check number, bank code and number, and date) appears on the report if entered at voucher entry. This information appears to the left of the Voucher Totals line.

OUTSTANDING SUBMITTALS - If the transaction comes from Subcontracts and the subcontract has outstanding submittals, the report prints the submittals here. Depending on how you set up Subcontracts, outstanding submittals may prevent updating the transaction, or they may be printed only as a warning.

Total Lines

VOUCHER TOTALS - This is the total amount for each voucher on the report.

The system computes the following batch totals and prints them at the end of the report under the heading “Batch Recap”:

BATCH TOTALS - The total for all the vouchers in the batch (the sum of all the Voucher Total lines).

GROSS PAYABLE - The gross payable total for the batch.

PREPAID GROSS - The prepaid gross total for the batch.

PREPAID DISC - The prepaid discount total for the batch.

PREPAID NET - The prepaid net total for the batch.

OPEN PAYABLE - The open payable total for the batch. The system calculates this total by subtracting the Prepaid net amount from the Gross Payable amount.

Message Lines

NO ERRORS, PROCEED WITH UPDATE - This message appears at the end of the report when there are no errors in the voucher information you

entered.

Note: If you find errors on your report, you may want to print the Account Payable Exception Edit (same report number and format). The exception list prints only the voucher line items that contain errors.

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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)						
VENDOR	VOUCHER LINE PAY DATE	DESCRIPTION	LIAB TY TR TX	NOTE COMP	SEQ	JOB	Ctg Tsk Sub	CT EQUIP	QUANTITY	PRD	GROSS	DISCOUNT	RETENTION	HOLD	ERROR CODES
	INVOICE INV DTE PNK		STAT CITY CNTY	P.O.		WONO	SUBCONTRACT	CHG ITEM	PHA	UOM	H.JOB	TYP	AMOUNT	DISC.PCT	
	AFE NO.	TICKET NO.													

CCFC Contra Costa County Family Collections
080290001 003 0/00/00 FAMILY SUPPORT
CONTRA COS 7/20/02 AP

380005 125.00

-----> VOUCHER TOTALS: 125.00

BATCH TOTALS: 125.00

=====

B A T C H R E C A P

GROSS PAYABLE...: 125.00
PREPAID GROSS...: .00
PREPAID DISC...: .00
PREPAID NET...: .00
OPEN PAYABLE...: 125.00

NO ERRORS. PROCEED WITH UPDATE.

HASH TOTALS.....: JOB: 0 Ctg: 0 Tsk: 0

Insurance Status Error Report (MCA233)

Access

Menu 107, Option 33

Menu 107, Option 34

Purpose

If you indicate that you use the wage attachment feature in P/R Definition Setup, the system automatically generates the Insurance Status Error Report (MCA233) when you run the payroll pre-completion or completion process.

Information only prints on this report if your Accounts Payable Application is setup to perform insurance tracking.

Use this report as an indication of insurance errors that exist in the insurance tracking system.

If information prints on this report, the system will still create the A/P batch at payroll completion. However, you will need to maintain the information using A/P Voucher Batch processing. For more information, see the *Accounts Payable Reference Manual*.

For more information about setting up a deduction for A/P invoicing, see “About Deduction Based Invoice Generation” in this chapter.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 33, Pre-Completion Edit or Option 34, Completion.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

This report is automatically generated at pre-completion and completion.

Contents

The information on this report comes from the Vendor Master (C5VNMF), the Accounts Payable Transactions (C7MTAP MBR01), System Codes Master (ZDSYSV), and the Application Control Batch File (C9BCTL).

The report sorts by vendor number.

A sample report follows this description.

Column Headings

VENDOR - If an insurance tracking error exists, the vendor code displays.

JOB NO - This field is not used for payroll wage attachment.

PO NO - This field is not used for payroll wage attachment.

SEQUENCE - This field is not used for payroll wage attachment

CONTRACT - This field is not used for payroll wage attachment

INVOICE - The system displays the Alpha name from the Vendor Master.

VOUCHER - The voucher number used for the line item displays.

LINE - The batch line in which the error occurs displays.

TYPE - The insurance type for which an error exists displays.

EXP/EFF DATE - The date on which the insurance expires displays.

<u>VENDOR</u>	<u>JOB NO</u>	<u>PO NO</u>	<u>SEQUENCE</u>	<u>CONTRACT</u>	<u>INVOICE</u>	<u>VOUCHER</u>	<u>LINE</u>	<u>TYPE</u>	<u>EXP/EFF</u> <u>DATE</u>
CCCCFC					CONTRA COS	080200003	3	AUTO	00/00/00
CCCCFC					CONTRA COS	080200003	3	EU	00/00/00
CCCCFC					CONTRA COS	080200003	3	GL	00/00/00
CCCCFC					CONTRA COS	080200003	3	PL	00/00/00
CCCCFC					CONTRA COS	080200003	3	WC	00/00/00

*** END OF REPORT ***

Payroll Recycle Recovery

Access

Menu 107, Option 41

Description

Use this option if you need to make additions or changes to the current pay period earnings records after you have generated payroll checks. The system retains the updated batches and prepays for the pay period when you recycle.

Note: You do not need to run the recycle recovery process to reprint checks if the only change is the beginning check number. For this purpose, use the Reprint Payroll Checks option.

The recycle recovery process “backs up” the current pay period information to updated batch status and prepays, allowing you to perform any of the following tasks as necessary:

- ◆ Maintain master files
- ◆ Make corrections through Direct Time Card Corrections
- ◆ Add new batches through Time Entry
- ◆ Add, change, or delete a prepay through manual prepay or Prepay Generator
- ◆ Print the Prepay Register
- ◆ Generate the Weekly Gross
- ◆ Generate the Prepay Reconciliation
- ◆ Generate payroll checks

Note: Be certain that the recycle recovery process has completed normally before you make any changes. If you make changes before the recycle recovery process completes, the system may not retain them through the recycle process.

Recycle Recovery also sets scheduling locks so that you are not allowed to perform specific tasks until you complete others. For information about which locks are set and how to remove them, see the Chapter 4 overview in this chapter.

You must run the weekly gross process again after making additions and changes before you can generate checks. For information on the process flow for payroll and when recycle/recovery can be performed, see the Appendix.

You cannot run the recycle recovery process once you begin the payroll completion process.

Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 41, Payroll

Recycle Recovery. The system displays the Payroll Re-Cycle Recovery Job screen.

Step 2: Optionally change the date.

To submit the recycle recovery process, press F6.

Step 3: To return to the P/R Period Processing Menu without submitting the recovery process, press F3.

Note: Do not proceed with other payroll functions until this job has completed normally.

Reprint Payroll Checks

Access

Menu 107, Option 42

Reports

Standard Payroll Checks (MCP235) *or*

Alternate Payroll Checks (MCP233)

Payroll Check Register (MCP248)

Description

Use this option to reprint spoiled checks when all you need to do is change the check number or to print checks you did not print when you performed Check Generation.

You cannot print or reprint checks at this option until you have generated the check information through the Payroll Check Generation option. You do not have to run the Recycle Recovery process to reprint checks if the only change is to beginning check numbers. If you have any other changes, run recycle recovery.

When you reprint payroll checks, the system prints a new Payroll Register with information for all checks generated, including the check numbers and dates of the checks you select at this option. The system does not reprint the Federal and State Taxable Payroll reports, the Time sheets, Prepay Final Register, Deductions Not Taken Listing, or the New State W-4 Records Listing. Be sure to save these reports from Check Generation processing.

We recommend that you place checks on hold until you verify that the Payroll Register is correct. You can print the Payroll Register or view it in the outqueue.

For information about the reports generated when you reprint payroll checks, see “Print Standard Payroll Checks (MCP235),” “Print Alternate Payroll Checks (MCP233)” and “Payroll Check Register (MCP248).”

Procedure

Step 1: At the P/R Period Processing Menu (107), choose Option 42, Reprint Payroll Checks. The system displays the Payroll Check Reprint screen.

Step 2: At the Payroll Check Reprint screen, type the information according to the Field Descriptions. Select the bank for which you wish to print checks.

To submit the checks to print, press F6.

Note: When you send the checks to the printer from the spooled file, the system displays a message to remind you to load the appropriate check forms. This form type comes from the Bank Master file.

Step 3: To return to the menu without printing, press F3.

Payroll Check Reprint Screen

The system displays this screen when you have already generated checks for a pay period and you select Reprint Payroll Checks at the P/R Period Processing Menu.

Use this screen to print checks that have not been generated, and to reprint checks as needed.

To print checks that have not yet been printed, or to reprint beginning check number and check date.

Click to select the bank account(s) that you wish to print (an X will appear in the last column) and press F6 to submit.

The status codes indicate whether checks have already been printed:

Bank	Account description	Forms	1=Printed 2=Not Printed	Beg.chk	Date	Scheduled (X)
BA	PAYROLL BONUS	B OF A	1	1500	7/10/99	
WF	PAYROLL CHECKING	WELLS	2		0/00/00	

Enter=OK F3=Exit F6=Submit F12=Cancel

Field Descriptions

BANK - Display only. The system displays the bank account code for each bank account on which checks may be drawn.

ACCOUNT DESCRIPTION - Display only. The system displays the account description from the Bank Master file.

If there is no account description, the system prints "No. Desc."

FORMS - Display only. The system displays the form description from the Bank Master file.

If there is no description in the Bank Master, the system prints "BNKCKS XX," replacing the XX with the bank account code.

STATUS - Display only. The system displays a status code of "1" if checks for this bank code have already been printed and a status code of "2" for checks not yet printed.

BEG.CHK (Beginning Check) - Required, display only if you indicate to protect the check number in P/R Definition Setup. Maximum 7 digits. Type the check number to be used on the first check of the current run for each bank account.

The system automatically uses the next check number based on the check number in the Bank Master. The system will automatically derive the check number using the information changed at the end of the original check generation job.

If you want to reprint payroll checks using the same number, you will need to maintain the check number. The number can be maintained in the Bank Master.

Note: If your printer requires lead checks for alignment, be sure that the number you enter is the number of the first check that actually prints.

DATE - Required, display only if you indicate to protect the check number in P/R Definition Setup. Maximum 6 digits. Type the date you want to appear on the checks. The date must be a valid date in the current payroll month.

SCHEDULED - Required for at least one bank. Maximum 1 character. To print checks drawn on a specific bank account, select the record ("X"). The system performs the final calculations for all checks at the time you submit any checks to print.

To select multiple bank accounts, hold Control and press Select ("X") for each bank you want.

Your printer message will inform you which forms to load for checks and reports.

Note: You can submit checks of multiple bank accounts at the same time. Your printer message will inform you which forms to load for checks and reports.

Function Key Descriptions

F3 Return to the menu without submitting the check generation process.

F6 Submit the check generation process.

F12 Return to the menu without submitting the check generation process.

Enter Edit the information.

Roll Display additional records not shown.

Reprint Scheduled Deductions

Access

Menu 107, Option 43

Reports

Scheduled Deductions (MCP275)

Description

Use this option to reprint the Scheduled Deductions report for the open pay period. This option does not recalculate deductions, but prints the deductions calculated when you last ran the Weekly Gross Process.

For information about the report generated when you reprint scheduled deductions, see “Scheduled Deductions (MCP275).”

Procedure

- Step 1:** At the P/R Period Processing Menu (107) choose Option 43, Reprint Scheduled Deductions. The system displays the standard report request screen with the title “Reprint Scheduled Deductions.”
- Step 2:** Optionally change the report date.
To submit the process, press F6.
- Step 3:** To return to the menu without submitting the process, press F3.

Reprint Weekly Gross

Access

Menu 107, Option 44

Reports

Re-print of Weekly Gross Register (MCP240)

Description

Use this option to reprint the weekly gross generated for the pay period. Unlike re-running the weekly gross process, the option to reprint the Weekly Gross Register does not cause the system to recalculate the weekly gross. The reprint option uses the same information from the last Weekly Gross Register you processed.

For information about the report generated when you reprint weekly gross, see “Weekly Gross Register (MCP240)” in this chapter.

Procedure

- Step 1:** At the P/R Period Processing Menu (107) choose Option 44, Reprint Weekly Gross. The system displays the standard report request screen with the title “Re-Print Weekly Gross Processing.”
- Step 2:** Optionally change the report date.
To submit the process, press F6.
- Step 3:** To return to the menu without submitting the process, press F3.

Payroll Completion

Access

Menu 107, Option 34

Reports

Unassigned Equipment Used (MCE007B)

Equipment Standby Charging (MCE007A)

Small Tool Charge Report (MCE009)

Actual Payroll Deduction Register (MCP238)

P/R Pay Period Check Register (MCP487)

A/P Allocation Split Report (MCA104)

A/P Node Audit Report 1 (Accrual Edit) (MCA455)

Account Payable Edit List (MCA207)

Insurance Status Error Report (MCA233)

Entitlement Transaction Report (MCP313)

P/R Allocation Split Report (MCP101)

Overhead Burden (Equipment) Audit Register (MCG455)

J/C-Equipment Distribution Journal Proof (MCL426)

Equipment Distribution Journal Proof (MCL415)

Weekly Equipment Used Time Listing (MCE272)

Weekly Equipment Maintained Time Listing (MCE273)

J/C-Job Cost (Equipment Mobilization) Journal Proof (MCL426)

Job Cost (Equipment Mobilization) Journal Proof (MCL415)

Overhead Burden (Payroll Distribution) Audit Register (MCG455)

J./C- Payroll Distribution Journal Proof (MCL426)

Payroll Distribution Journal Proof (MCL415)

J/C- Payroll Recharge Distribution Journal Proof (MCL426)

Payroll Recharge Distribution Journal Proof (MCL415)

Payroll Union Fringe Journal Proof (MCL415)

Payroll Flat Burden Journal Proof (MCL415)

Payroll Insurance Journal Proof (MCL415)

Payroll Disbursement Journal Proof (MCL415)

Federal Tax Summary Report (MCP329)

New Hire Listing (MCP210)

Period Summary P/R Burden Job Costs, Summarized By Job (MCC204R6)

Period Summary Payroll Job Costs, Summarized By Job (MCC204R5)

Period Summary P/R Burden Job Costs (MCC204R4)

Period Detail P/R Burden Job Costs (MCC204R3)

Period Summary Payroll Job Costs (MCC204R2)

Period Detail Payroll Job Costs (MCC204R1)

Period Summary R/C Burden Job Costs, Summarized By Job (MCC204R6)

Period Summary Recharge Job Costs, Summarized By Job (MCC204R5)

Period Summary R/C Burden Job Costs (MCC204R4)

Period Detail R/C Burden Job Costs (MCC204R3)

Period Summary Recharge Job Costs (MCC204R2)

Period Detail Recharge Job Costs (MCC204R1)

The following reports are generated only for the last payroll of the month:

Monthly Summary P/R Bdn Job Costs, Summarized By Job (MCC204R6)

Monthly Summary Payroll Job Costs, Summarized by Job (MCC204R5)

Monthly Summary P/R Bdn Job Costs (MCC204R4)

Monthly Detail P/R Brd Job Costs (MCC204R3)

Monthly Summary Payroll Job Costs (MCC204R2)

Monthly Detail Payroll Job Costs (MCC204R1)

Monthly Summary R/C Brdn Job Costs, Summarized By Job (MCC204R6)

Monthly Summary Recharge Job Costs, Summarized By Job (MCC204R5)

Monthly Summary R/C Brdn Job Costs (MCC204R4)

Monthly Detail R/C Brd Job Costs (MCC204R3)

Monthly Summary Recharge Job Costs (MCC204R2)

Monthly Detail Recharge Job Costs (MCC204R1)

Description

Use this option to complete the payroll period when you are satisfied that all checks have been printed and are correct, and you are satisfied with the Pre-Completion Edit. You cannot make corrections or recycle once you run the completion process.

If you use multiple bank codes and have not printed all checks generated, the system displays a screen listing the not-yet-printed bank account codes. You cannot run the completion process until you print these checks.

The payroll completion process accomplishes the following:

- ◆ Updates detail earnings records
- ◆ Clears monthly deduction history when the pay period is set to do so in the Pay Period Date Schedule.
- ◆ Clears dates in recurring batches and prevents access to recurring batches until you

start a new pay period

- ◆ Prevents the start of a new pay period until the completion process finishes normally

Because a successful completion is so important in the pay cycle, we recommend that you take the following steps as part of the completion process:

1. Back up your payroll library on magnetic media before you begin this process. If the payroll completion job does not complete normally (if, for example, there is a power failure while the process is running) you will need the backup to recover the information.
2. Wait until all checks, stubs, and reports generated during payroll generation have successfully printed before processing completion. Once you start the completion process, you cannot regenerate any of the reports.
3. Wait to do any master file maintenance until the completion job finishes normally. The system accesses the master files during completion.
4. Be sure the job completes normally before proceeding to run another pay cycle.

Tip: You may want to call this process at night, or at another time when no other users will be accessing master files, including the Job Cost and General Ledger files.

Monthly reports print automatically based on the financial period/year, not the payroll month/year. If an open financial period/year remains in the next pay period (as is possible in split week processing), even if the payroll month/year is finished, the monthly reports will not be generated until the financial period/year is completed. For more information, see “Pay Period Date Maintenance” in Chapter 3.

Payroll Completion also sets scheduling locks so that you are not allowed to perform specific tasks until you complete others. For information about which locks are set and how to remove them, see the Chapter 4 overview in this chapter.

Descriptions of the reports generated during the Completion process follow this task.

Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays one of the following screens:

Period Ending Payroll Completion I screen (If this is the last payroll of the month, the system will display a subtitle of “PROCESSING LAST PAY PERIOD OF THE MONTH.”)

Period Ending Payroll Completion I, Alternate screen.

Step 2A: At the Period Ending Payroll Completion I screen, optionally change the report date.

To submit the process, press F6.

Note: Do not perform any other payroll functions until the completion process has completed normally.

Step 2B: At the Period Ending Payroll Completion I, Alternate screen, review the bank accounts with checks not yet printed.

To return to the menu, press F12.

To print the not-yet-printed checks, select Reprint Payroll Checks and print the checks according to the task. For more information, see “Reprint Payroll Checks” in this chapter.

To change check generation information, select Payroll Recycle Recovery and change time records through Direct Time Card Corrections. For more information on the default scheme the system uses to find the payroll bank code, see the Appendix.

Step 3: To return to the menu without submitting the completion process, press F3.

Period Ending Payroll Completion I Screen

The system displays this screen if all eligible payroll checks have been printed and the pre-completion edit has been successfully processed with no errors.

Use this screen to submit the completion process.

MCP940 PERIOD ENDING 06/25/99 PAYROLL COMPLETION I

Help

PROCESSING LAST PAY PERIOD OF THE MONTH

Review of the payroll file indicates that checks for all banks have been properly processed. You should however verify that all checks have in fact been printed successfully and are not still resident on your printer queue. Checks may not be re-processed once you submit this pay cycle completion job.

You may change the default job date, if desired.

Enter job date 6/25/99

Enter=OK F3=Exit F6=Submit F12=Cancel

Field Descriptions

ENTER JOB DATE - Optional. Maximum 6 digits. Defaults to the current pay period ending date. To print a different date on reports, select the date and type the new date.

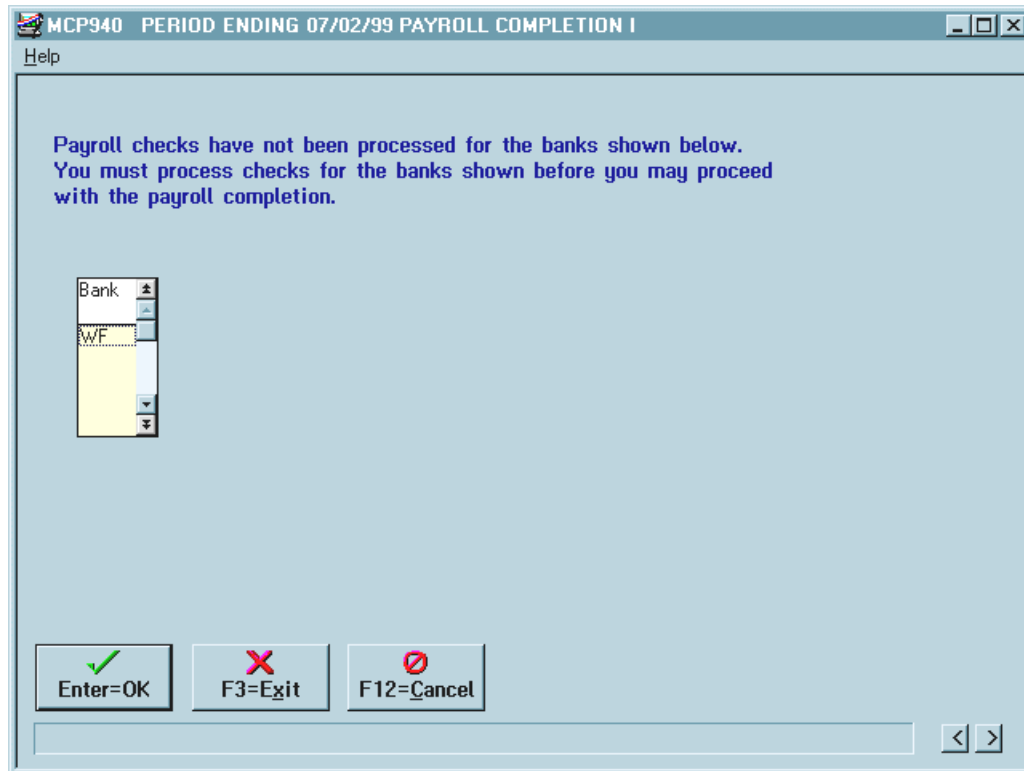
Function Key Descriptions

- F3** Return to the menu without submitting the completion process.
- F6** Submit the completion process.
- F12** Return to the menu without submitting the completion process.

Period Ending Payroll Completion I, Alternate Screen

The system displays this screen if you have not printed all of the eligible payroll checks through the check generation process.

Use this screen to determine which bank codes have payroll checks to be processed.



Field Descriptions

BANK - Display only. The bank account code for each account on which eligible payroll checks have yet to be processed displays. Before you can process Payroll Completion, you must print checks through the Reprint Payroll Checks option.

Function Key Descriptions

F3 Return to the menu without submitting the completion.

F12 Return to the menu without submitting the completion.

Roll Access bank codes not displayed.

Actual Payroll Deduction Register (MCP238)

Access

Menu 107, Option 34

Purpose

The system automatically generates the Actual Payroll Deduction Register (MCP238) when you run the payroll completion process.

Use this report as a hard copy of the deductions taken for each employee and to review the grand total for each deduction.

The report sorts by employee number.

If there is a discrepancy between the Deductions Scheduled To Be Taken (MCP275) and the deductions actually taken, the system did not take a deduction due to:

- limits reached for the period, month, year, or total
- minimum/maximum amounts
- insufficient gross or net
- deleted Deduction Table

The system lists miscellaneous deductions not taken on the Deductions Not Taken Report (MCP280) that is printed during check generation.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the following files:

Labor Master file (AGLBMS)	Pay Period Date Schedule file (J5DATE)
Deductions Master file (B0DEDC)	401K Deductions Master file (C0DEDC)
Earnings--Deductions file (BDERGS)	Earnings--401K Contributions file (BJERGS)
Prepays--Deductions file (CDPPAY)	Prepays--401K Deductions file (CJPPAY)

A sample report follows this description.

Column Headings

EMPLOYEE - The employee code displays.

LAST NAME - The employee's last name displays.

FIRST NAME - The employee's first name displays.

MI - The employee's middle initial displays.

DEDUCTION - For each deduction actually taken in the pay cycle, the report prints the deduction number and description.

AMOUNT - The amount taken for the deduction in the pay cycle displays.

Total Lines

EMPLOYEE TOTAL - The total amount deducted for the employee displays.

TOTAL ALL EMPLOYEES - The total amount deducted for all employees displays.

TOTALS BY DEDUCTION - For each deduction, the report prints the deduction number, description, and the total amount deducted for the pay cycle.

If the deduction has a 401K/125S Deduction Master, the message “401K DEDUCTION” displays.

DEDUCTION TOTALS - The total amount deducted for all types of deductions displays. This amount should equal the Total All Employees amount.

TrueLine Documentation-Construction				ACTUAL PAYROLL DEDUCTION REGISTER		P/R PERIOD ENDING DATE 6/25/99		PAGE
EMPLOYEE	LAST NAME	FIRST NAME	MI	DEDUCTION	AMOUNT			

00001	PORTER	JON		8 INITIATION	10.00			
				20 FED TAX GARNISHMENTS	5.00			
				30 125S DEDUCTION	48.00			
				401 401 K DEDUCTION	42.89			
				500 EMPLOYER/EMPLOYEE 401K	17.16			

					EMPLOYEE TOTAL	123.05		
00003	SHINTAZO	JAIME		5 HEALTH INSURANCE	96.00			
				20 FED TAX GARNISHMENTS	10.00			

					EMPLOYEE TOTAL	106.00		
00012	RONSTON	JACK	F	20 FED TAX GARNISHMENTS	100.00			

					EMPLOYEE TOTAL	100.00		
00013	LOSHINI	AMY		30 125S DEDUCTION	60.00			

					EMPLOYEE TOTAL	60.00		
00024	FREIDMAN	SARA		40 TAXABLE VEHICLE USE	100.00			
				155 DEDUCTION	73.52			

					EMPLOYEE TOTAL	173.52		

					TOTAL ALL EMPLOYEES	562.57		

					TOTALS BY DEDUCTION	-----		
					5 HEALTH INSURANCE	96.00		
					8 INITIATION	10.00		
					20 FED TAX GARNISHMENTS	115.00		
					30 125S DEDUCTION	108.00		
					40 TAXABLE VEHICLE USE	100.00		
					155 DEDUCTION	73.52		
					401 401 K DEDUCTION	42.89	401K DEDUCTION	
					500 EMPLOYER/EMPLOYEE 401K	17.16	401K DEDUCTION	

					DEDUCTION TOTALS	562.57	401K DEDUCTION	

Entitlement Transaction Report (MCP313)

Access

Menu 107, Option 34 (for pay period entitlements)

Menu 160, Option 1 (for monthly entitlements)

Menu 160, Option 21 (for annual entitlements)

Menu 159, Option 13 (for on-demand and adjustment entitlements)

Purpose

The system automatically generates the Entitlement Transaction Report (MCP313) when you update entitlement records. For this report to print at payroll completion, you must have an entitlement set up to accrue per pay period.

Use this report to review the records that were updated.

For more information about entitlement accrual, see “About Entitlements” in Chapter 3.

For pay period-based entitlements, this occurs when you run the payroll completion. For monthly based entitlements, this occurs when you run the monthly payroll close. For annual entitlements, this occurs when you run the annual payroll transition. And for on-demand entitlements, this occurs when you update the benefit batch.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Labor Master file (AGLBMS), the Entitlement Definition file (BPENTL), and the Employee Entitlement Detail file (A9ENTD).

A sample report follows this description.

Column Headings

EMPLOYEE - The employee code, last and first names display.

ENTITLEMENT - The entitlement code and the entitlement code/sub-code description displays.

HOURS ACCRUED - The number of hours accrued with the update displays. If

the rate causes more hours to be eligible for accrual than the limit rule allows to be accrued, this displays the number of hours accrued including over limit.

HOURS TAKEN -The number of hours taken with the update displays.
(Applicable only for pay period-based and on-demand entitlement records.)

HOURS OVER LIMIT - The number of hours accrued over the limit displays.
This field is filled only if the limits rule allows accrual beyond the limit (limit rule “2”).

EFF DATE - The date on which the accrual is effective displays.

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ENTITLEMENT TRANSACTION REPORT

DATE 6/28/99 PAGE 1

EMPLOYEE

ENTITLEMENT

HOURS
ACCUREDHOURS
TAKENHOURS
OVER

LIMIT

00001 PORTER, JON

S Sick Time

V Vacation

2.15

3.44

2.15

.00

00003 SHINTAZO, JAIME

S Sick Time

V Vacation

2.40

3.84

.00

.00

00011 XI, CHAN

S Sick Time

V Vacation

2.00

3.20

40.00

.00

00012 RONSTON, JACK F

S Sick Time

V Vacation

2.00

3.20

.00

.00

00013 LOSHINI, AMY

S Sick Time

V Vacation

4.10

6.56

.00

.00

00031 THOMAS, SUSAN M

S Sick Time

2.00

.00

* * * E N D O F R E P O R T * * *

Overhead Burden (Equipment) Audit Register (MCG455)

Access

Menu 107, Option 34

Purpose

The system automatically generates the Overhead Burden (Equipment) Audit Report (MCG455) when you set up the job to post overhead burden, but overhead burden errors exist on the time card information.

Use this report as a record of the overhead burden that has been bypassed. For more information about setting up a job for overhead burden, see the *Job Cost Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information on this report comes from the following files:

Job Cost Journal Transactions (E7BDJR)	Major Account Master (N5MAJN)
Job Master (A2JBMS)	Financial Entity Master (N1ENTM)
Job Chart Of Accounts Master (A4BIDM)	Overhead Matrix Rate File (E1OBMX)
Cost Type Label Master (C2LBLF)	Bank Master (G7BKFL)
Organization Master (N3ORGS)	(E7OVER)
Financial Posting Table (G2LDCH)	Detail Billing Work File (FGBLDL)

A sample report follows this description.

For column descriptions, see “Overhead Burden (Payroll Distribution) Audit Report (MCG455)” in this chapter.

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Batch:

OVERHEAD BURDEN AUDIT REGISTER

Index	Refn	Post Date	Comp-Div	Job	Ctg	Tsk	Sub	CT	Transaction		OB Ty	Description	Burden	
									Amount				Rate	Overhead Burden
ED0402		4/07/02	500-00	610002	600	600002	04		280.00		1	Expense Block 2 04		
* O/B Coding Error - Bypass Journals														
ED0402		4/07/02	500-00	610005	600	600002	04		472.50		1	Expense Block 2 04		
* O/B Coding Error - Bypass Journals														

Register Total >>>>>

.00

OB Ty - O/H Brdn Type Key

- 1 - Cost Type
- 2 - Entity / Cost Type
- 3 - Orgatn. / Cost Type
- 4 - Job / Cost Type
- 5 - Specific J/C Coding

J/C- Equipment Distribution Journal Proof (MCL426)

Access

Menu 107, Option 34

Purpose

The system automatically generates the J/C- Equipment Distribution Journal Proof (MCL426) when you run the completion process if equipment is installed and you have equipment use information on the payroll time record(s).

Use this report as a record of the cost, quantity and revenue posted to the Job Cost journal for the pay period.

This report shows equipment costs and revenue incurred as well as hours worked posted as quantities.

The report sorts by posting date and within posting date, by job number.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes the Job Cost Journal Transactions file (E7BDJR Member 1), the Job Chart Of Accounts Master file (A4BIDM), and the Job Master file (A2JBMS).

For specific row and column heading descriptions, see “J/C- Payroll Distribution Journal Proof” in this chapter.

For information about how information to post equipment time is derived, see “About Time Entry” in this chapter.

A sample report follows this description.

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J/C- EQUIPMENT DISTRIBUTION JOURNAL PROOF

DATE 2/20/00 PAGE 1

JOB	DESCRIPTION	Ctg Tsk Sub	Ctg Task Sub	CT	DESCRIPTION	COST	REVENUE	QUANTITY	POST DATE	PROJ PER	FIN PER	SYS GEN
BATCH 0												
222001	Tri- Valley Building	003 000000	000-000-000	04	COMPRESSED JOB COST	175.00	.00	10.0000	2/19/00	2/00	2/00	2/00
			SURVEYOR									
222001	Tri- Valley Building	501 000501	501-000-501	45	COMPRESSED JOB COST	.00	350.00	.0000	2/19/00	2/00	2/00	2/00
			EQUIPMENT									
JOB TOTALS						175.00	350.00	10.0000				
222600	Wilson Building	600 600004	600-600.004	04	COMPRESSED JOB COST	175.00	.00	10.0000	2/19/00	2/00	2/00	2/00
			EQUIP. MOBILIZATION		EXPENSE DEFAULT							
JOB TOTALS						175.00	.00	10.0000				
POSTING DATE TOTALS								350.00	20.0000			
GRAND TOTALS								350.00	20.0000			

Equipment Distribution Journal Proof (MCL415)

Access

Menu 107, Option 34

Purpose

The system automatically prints the Equipment Distribution Journal Proof (MCL415) if Equipment Cost is installed and you run the completion process. Information prints on this report only if you include equipment use information on the time records.

Use this report a record of the equipment revenue and expense posted to the Job Cost journal for the pay period.

The system uses the ED journaling node to find the RV and EX transaction codes.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master File (N1ENTM).

For specific row and column descriptions, see the “Payroll Distribution Journal Proof (MCL415)” in this chapter.

A sample report follows this description.

TrueLine Systems Release 4.3 Doc 000 BATCH				EQUIPMENT DISTRIBUTION JOURNAL		PROOF *** CASH ***	DATE 2/20/00	PAGE 1			
INDEX	REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS R/M	MODIFIER
ENTITY - FIRST CORPORATION ACCOUNTING PERIOD - 2/00 OF THE NEXT ACCOUNTING YEAR											
00000	ED0200	100-00-4006-222001	WILCOX ELECTRIC		Equipment Expense	BATCH 000	175.00	.00	EX	X	R BLOCK2
00000	ED0200	100-00-4006-222600	WILCOX ELECTRIC		Equipment Expense	BATCH 000	175.00	.00	EX	X	R BLOCK2
00000	ED0200	100-00-4910-222001	WILCOX ELECTRIC		EQUIPMENT DISTRIBUTION JOURNAL	BATCH 000	.00	350.00	RV	X	R BLOCK2
ACCOUNTING CLASS TOTALS							350.00	350.00			
REFERENCE TOTALS							350.00	350.00			
PERIOD TOTALS							350.00	350.00			
ENTITY TOTALS							350.00	350.00			
CASH TOTAL...							350.00	350.00			

Trueline Systems Release 4.3 Doc												
BATCH 000			EQUIPMENT DISTRIBUTION JOURNAL				PROOF	*** ACCRUAL ***	DATE 2/20/00			
INDEX	REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS	R/M	MODIFIER
----- ENTITY - FIRST CORPORATION ACCOUNTING PERIOD - 2/00 OF THE NEXT ACCOUNTING YEAR -----												
00000	ED0200	100-00-4006-222001	WILCOX ELECTRIC		Equipment Expense	BATCH 000	175.00	.00	EX	X	R	BLOCK2
00000	ED0200	100-00-4006-222600	WILCOX ELECTRIC		Equipment Expense	BATCH 000	175.00	.00	EX	X	R	BLOCK2
00000	ED0200	100-00-4910-222001	WILCOX ELECTRIC		EQUIPMENT DISTRIBUTION JOURNAL	BATCH 000	.00	350.00	RV	X	R	BLOCK2
ACCOUNTING CLASS TOTALS							350.00	350.00				
REFERENCE TOTALS							350.00	350.00				
PERIOD TOTALS							350.00	350.00				
ENTITY TOTALS							350.00	350.00				
ACCRUAL TOTAL...							350.00	350.00				

Weekly Equipment Used Time Listing (MCE272)

Access

Menu 107, Option 34

Purpose

The system automatically generates the Weekly Equipment Used Time Listing (MCE272) if Equipment Cost is installed, you run a payroll completion that includes time records with equipment information and you have indicated in P/R Definition Setup to print equipment time report at completion cycle.

Use this report as a record of equipment usage information processed with the payroll cycle.

The reports sorts information by equipment number and then by job number.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Equipment Master file (A3EQPM) and the Equipment Time Transactions file (P5TIME, MBR 1 and MBR 2).

A sample report follows this description.

Column Headings

EQUIP NO USED - The equipment number displays for each piece of equipment which was used for the payroll cycle.

DESCRIPTION - The description of the equipment from the Equipment Master file displays.

JOB NO - The job to which the time was posted displays. For more information about how the system derives the job or cost code, see "About Time Entry" in this chapter.

(Cost Code) - The cost code to which time was posted displays.

MAINT EQUIP NO - If the equipment was used to maintain another piece of equipment, the equipment number maintained displays.

ITEM PHS (Item, Phase) - For equipment maintained, the item and phase entered

on the time entry screen.

DATE WORKED - The date on the time record displays.

EMP NO (Employee Number) - The employee number for the employee who used the equipment displays.

EMP HRS (Employee Hours) - The total hours the employee worked during the pay period.

Equipment Hours

CURRENT - The hours entered for the equipment use display.

CUMULATIVE - The total hours the equipment has been used on this job displays. The system adds each current line to the prior usage hours and displays the total.

Equipment Gross

CURRENT - The gross amount charged for the equipment displays. The system calculates the current equipment gross using the current hours multiplied by the base rate and any component modifiers.

CUMULATIVE - The total gross revenue for the equipment displays. The system adds each current line to the prior usage gross and displays the total.

Total Lines

JOB TOTALS - For the employee hours, equipment hours, and equipment gross, the system calculates the total by job.

EQUIPMENT TOTALS - For employee hours, equipment hours, and equipment gross, the system calculates the total for each piece of equipment.

FINAL TOTALS - For employee hours, equipment hours, and equipment gross, the system calculates the totals for this completion.

EQUIP NO USED	DESCRIPTION	JOB NO	CL	TK	Sbt	MAINT.		DATE WORKED	EMP NO	EMP HRS	EQUIPMENT HOURS		EQUIPMENT GROSS	
						EQUIP NO	ITEM PHS				CURRENT	CUMULATIVE	CURRENT	CUMULATIVE
1020	Grader	3	010020000					6/23/00013		42.00	12.00	80.00	180.00	260.00
1020	Grader	3	010020000	1030	15	1	6/25/00028			40.00	10.00	90.00	150.00	410.00
							JOB TOTALS			82.00	22.00	90.00	330.00	410.00
1020	Grader	4	010020000					6/25/00025		40.00	25.00	25.00	375.00	375.00

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WEEKLY EQUIPMENT USED TIME LISTING

WEEK END DATE 6/25/99

PAGE 2

EQUIP NO USED	DESCRIPTION	JOB NO	CL	TK	Sbt	MAINT.		DATE WORKED	EMP NO	EMP HRS	EQUIPMENT HOURS		EQUIPMENT GROSS	
						EQUIP NO	ITEM PHS				CURRENT	CUMULATIVE	CURRENT	CUMULATIVE
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
											122.00	47.00	705.00	1410.00
											FINAL TOTALS	90.00		

Weekly Equipment Maintained Time Listing (MCE273)

Access

Menu 107, Option 34

Purpose

The system automatically generates the Weekly Equipment Maintained Time Listing (MCE273) if Equipment Cost is installed, you run a payroll completion that includes time records with equipment information and you have indicated in P/R Definition Setup to print equipment maintained time listing at completion cycle.

Use this report as a record of equipment maintenance information processed with the payroll cycle.

The reports sorts information by equipment number and then by job number.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Equipment Master file (A3EQPM) and the Equipment Time Transactions file (P5TIME, MBR 1 and MBR 2).

A sample report follows this description.

Column Headings

MAINT. EQUIP NO - The equipment number displays for each piece of equipment which was maintained for the payroll cycle.

DESCRIPTION - The description of the equipment from the Equipment Master file.

JOB NO - The production job number entered through time entry.

If no job is entered on the time record, the system uses the home job from the Equipment Master.

(Cost Code) - The cost code to which time was posted displays. The system uses the cost code entered on the time entry screen.

If no cost code is entered on the time record, the system uses the cost code on the item/phase.

MAINT EQUIP NO - If the equipment was maintained by another piece of equipment, the equipment number used displays.

ITEM/PHS (Item, Phase) - The item and phase entered on the time entry screen displays.

DATE WORKED - The date on the time record displays.

EMP NO (Employee Number) - The employee number for the employee who maintained the equipment displays.

EMP HRS (Employee Hours) - The total hours the employee worked during the pay period.

Equipment Hours

CURRENT - The hours entered for the equipment maintenance display.

CUMULATIVE - The total hours the equipment has been maintained on this job displays. The system adds each current line to the prior maintenance hours and displays the total.

Equipment Gross

CURRENT - The gross amount charged for the equipment displays. The system calculates the current equipment gross using the current hours multiplied by the base rate and any component modifiers.

CUMULATIVE - The total gross amount charged for the equipment. The system adds each current line to the prior maintenance gross and displays the total.

Total Lines

JOB TOTALS - For the employee hours, equipment hours, and equipment gross, the system calculates the total by job.

EQUIPMENT TOTALS - For employee hours, equipment hours, and equipment gross, the system calculates the total for each piece of equipment.

FINAL TOTALS - For employee hours, equipment hours, and equipment gross, the system calculates the totals for this completion.

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WEEKLY EQUIPMENT MAINTAINED TIME LISTING

WEEK END DATE 6/25/99

MAINT. EQUIP NO	DESCRIPTION	JOB NO	CT	TK	Sbt	EQUIP NO USED	ITEM	PHS	DATE WORKED	EMPLOYEE	EMP HRS		EQUIPMENT HOURS		EQUIPMENT GROSS	
											CURRENT	CUMULATIVE	CURRENT	CUMULATIVE	CURRENT	CUMULATIVE

1030	Paver	3	010020000	1020	15	1	6/25/99	00028	40.00	10.00	10.00	150.00	150.00	150.00	150.00
------	-------	---	-----------	------	----	---	---------	-------	-------	-------	-------	--------	--------	--------	--------

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WEEKLY EQUIPMENT MAINTAINED TIME LISTING

WEEK END DATE 6/25/99

PAGE 2

MAINT.		JOB NO		EQUIP NO		DATE		EMP HRS		EQUIPMENT HOURS		EQUIPMENT GROSS	
EQUIP NO	DESCRIPTION	CT	TK	Sbt	USED	WORKED	EMPLOYEE	---	---	CURRENT	CUMULATIVE	CURRENT	CUMULATIVE
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
							FINAL TOTALS	40.00	10.00	10.00	10.00	150.00	150.00

J/C- Job Cost (Equipment Mobilization) Journal Proof (MCL426)

Access

Menu 107, Option 34

Purpose

The system automatically generates the J/C- Job Cost (Equipment Mobilization) Journal Proof (MCL426) if Equipment Cost is installed and you indicate that you will create mobilization charges during payroll in E/C Definition Setup. The report prints automatically when you run the completion process. For information to display on this report, you must setup equipment mobilization to be charged during the payroll cycle.

Use this report as a record of the cost, quantity and revenue posted to the Job Cost journal for the pay period.

This report shows equipment cost and revenue incurred from mobilization transactions.

The report sorts by posting date and within posting date, by job number.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes the Job Cost Journal Transactions file (E7BDJR Member 1), the Job Chart Of Accounts Master file (A4BIDM), and the Job Master file (A2JBMS).

For specific row and column heading descriptions, see “J/C- Payroll Distribution Journal Proof” in this chapter.

For information about how information to post equipment time is derived, see “About Time Entry” in this chapter.

A sample report follows this description.

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J/C- JOB (PROJECT) COST JOURNAL PROOF

DATE 2/20/00 PAGE 1

JOB	DESCRIPTION	Ctg Tsk Sub	Ctg Task Sub	CT	DESCRIPTION	COST	REVENUE	QUANTITY	POST DATE	PROJ PER	FIN PER	SYS GEN
BATCH 0												
222001	Tri- Valley Building	500 700000	500-700.000	80	MOBILIZATION CHARGE ALLIFT	1,500.00	.00	.00000	2/19/00	2/00	2/00	2/00
			REVENUE									
					JOB TOTALS	1,500.00	.00	.00000				
222600	Wilson Building	600 600004	600-600.004	04	MOBILIZATION CHARGE ALLIFT	.00	.00	.00000	2/19/00	2/00	2/00	2/00
			EQUIP. MOBILIZATION EXPENSE DEFAULT									
222600	Wilson Building	600 600005	600-600.005	80	COMPRESSED JOB COST	.00	1,500.00	.00000	2/19/00	2/00	2/00	2/00
			EQUIPMENT MOBILIZATION REVENUE DEFAULT									
					JOB TOTALS	.00	1,500.00	.00000				
					POSTING DATE TOTALS	1,500.00	1,500.00	.00000				
					GRAND TOTALS	1,500.00	1,500.00	.00000				

Job Cost (Equipment Mobilization) Journal Proof (MCL415)

Access

Menu 107, Option 34

Purpose

The system automatically prints the Job Cost (Equipment Mobilization) Journal Proof (MCL415) if Equipment Cost is installed and you indicate that you will create mobilization charges during payroll in E/C Definition Setup. The report prints automatically when you run the completion process. For information to display on this report, you must setup equipment mobilization to be charged during the payroll cycle.

For more information, see the *Equipment Cost Reference Manual*.

Use this report to verify that equipment transactions posting to the General Ledger are error-free before submitting the Payroll Completion process.

The system uses the MB node to find the correct accounts for posting equipment transactions. For more information, see the *General Ledger Reference Manual* to find the RV and EX transaction codes.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master File (N1ENTM).

For specific row and column descriptions, see the “Payroll Distribution Journal Proof (MCL415)” in this chapter.

A sample report follows this description.

Trueline Systems Release 4.3 Doc 000 BATCH										JOB (PROJECT) COST JOURNAL		PROOF	*** CASH ***		DATE 2/20/00		PAGE 1
INDEX	REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS R/M	MODIFIER						

ENTITY - FIRST CORPORATION ACCOUNTING PERIOD - 2/00 OF THE NEXT ACCOUNTING YEAR																	
00000	MB0200	100-00-1350-000000	WILCOX ELECTRIC	A/R REVENUE	JOB (PROJECT) COST JOURNAL	BATCH 000	.00	1,500.00	RV	X	R	BLOCK2					
00000	MB0200	100-00-4006-222001	WILCOX ELECTRIC		MOBILIZATION CHARGE AILIFT	BATCH 000	1,500.00	.00	EX	X	R	BLOCK2					

ACCOUNTING CLASS TOTALS																	
1,500.00																	

REFERENCE TOTALS																	
1,500.00																	

PERIOD TOTALS																	
1,500.00																	

ENTITY TOTALS																	
1,500.00																	

CASH TOTAL...																	
1,500.00																	

Trueline Systems Release 4.3 Doc										DATE	2/20/00	PAGE	1
INDEX	REFN	Cmp/Div/Maj/Sub	BATCH 000	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOB (PROJECT) COST JOURNAL	JOURNAL DESCRIPTION	PROOF	*** ACCRUAL ***	CREDITS	TRAN GROUP CLASS R/M	MODIFIER	

ENTITY - FIRST CORPORATION				ACCOUNTING PERIOD - 2/00 OF THE NEXT ACCOUNTING YEAR									
00000	MB0200	100-00-1350-000000	WILCOX ELECTRIC	A/R REVENUE		JOB (PROJECT) COST JOURNAL	BATCH 000			1,500.00	RV	X	R BLOCK2
00000	MB0200	100-00-4006-222001	WILCOX ELECTRIC			MOBILIZATION CHARGE ALLIFT	BATCH 000			.00	EX	X	R BLOCK2
ACCOUNTING CLASS TOTALS										1,500.00			

REFERENCE TOTALS										1,500.00			

PERIOD TOTALS										1,500.00			

ENTITY TOTALS										1,500.00			

ACCRUAL TOTAL...										1,500.00			

Overhead Burden (Payroll Distribution) Audit Register (MCG455)

Access

Menu 107, Option 34

Purpose

The system automatically generates the Overhead Burden (Payroll Distribution) Audit Report (MCG455) when you set up the job to post overhead burden, but overhead burden errors exist on the defined information.

Use this report as a record of the overhead burden that has been bypassed. For more information about setting up a job for overhead burden, see the *Job Cost Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information on this report comes from the following files:

Job Cost Journal Transactions (E7BDJR)	Major Account Master (N5MAJN)
Job Master (A2JBMS)	Financial Entity Master (N1ENTM)
Job Chart Of Accounts Master (A4BIDM)	Overhead Matrix Rate File (E1OBMX)
Cost Type Label Master (C2LBLF)	Bank Master (G7BKFL)
Organization Master (N3ORGS)	(E7OVER)
Financial Posting Table (G2LDCH)	Detail Billing Work File (FGBLDL)

A sample report follows this description.

Column Headings

INDEX - This field is not used for the reports that print at payroll completion.

REFN - The reference number is a combination of the journal node and posting

period for the line item.

POST DATE - The date on which the transaction posted displays.

(Entity/Organization) - The entity/organization combination to which the transaction posted displays.

The system prints the unique entity/organization abbreviations from System Services Definition Setup as the column heading.

JOB - The job to which transaction posted displays.

(Cost Code) - The cost code to which the transaction posted displays.

CT - The cost type to which the transaction posted displays.

TRANSACTION AMOUNT - The amount for the transaction displays.

OB TY - The matrix level at which the bypass error occurred displays. The key below shows the corresponding level.

DESCRIPTION - The description from the journal node on the transaction displays.

BURDEN RATE - This field is not used for the reports that print at payroll completion.

OVERHEAD BURDEN - This field is not used for the reports that print at payroll completion.

Totals

REGISTER TOTAL - This field is not used for the reports that print at payroll completion.

OB Ty - O/H Brdn Type Key

The codes that display correspond to the Overhead Burden Rate Matrix you set up in the Job Cost Application.

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OVERHEAD BURDEN AUDIT REGISTER

Batch:

Index	Refn	Post Date	Comp-Div	Job	Ctg	Tsk	Sub	CT	Transaction		OB Ty	Description	Burden	
									Amount				Rate	Overhead Burden

PD0402		4/07/02	546-00	123444	001	000001	01		172.30		1	PAYROLL DISTRIBUTION		
* O/B Coding Error - Bypass Journals														

Register Total >>>>> .00

OB Ty - O/H Brdn Type Key

1 - Cost Type
2 - Entity / Cost Type
3 - Orgatn. / Cost Type
4 - Job / Cost Type
5 - Specific J/C Coding

J/C- Payroll Distribution Journal Proof (MCL426)

Access

Menu 107, Option 34

Purpose

The system automatically generates the J/C- Payroll Distribution Journal Proof (MCL426) when you run the payroll completion process.

Use this report as a record of the cost, quantity and revenue posted to the Job Cost journal for the pay period.

This report shows payroll costs incurred by labor, subsistence and burden as well as hours worked posted as quantities.

The report sorts by posting date and within posting date, by job number.

Print Procedure

- Step 1:** At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.
- Step 2:** Optionally change the report date.
To submit the process, press F6.
- Step 3:** To return to the menu without submitting the process, press F3.

Contents

The information in this report comes the Job Cost Journal Transactions file (E7BDJR Member 1), the Job Chart Of Accounts Master file (A4BIDM), and the Job Master file (A2JBMS).

A sample report follows this description.

Row Headings

BATCH - This field currently displays "0."

Column Headings

JOB - The job number from the Journal Transactions file displays.

DESCRIPTION - The description of the job displays from the Job Master file associated with the job number.

(Cost Code), (Description), (Allocation Code), CT - The allocation code is associated with the cost code. The description comes from the Job Chart of Accounts.

The system finds the cost code and cost type using a default scheme if none

exists on the time record. For more information on the default scheme, see the Appendix.

DESCRIPTION (Cost Item Description) - The description of the item being updated to Job Cost. The description comes either from the Journal Transactions file, or if more than one line of detail is included in the summary line item shown, the description "Compressed Job Cost" prints. The system compresses records when more than one transaction is posted to the same job/cost code/cost type in the same batch with the same posting date.

COST, REVENUE, QUANTITY - The amounts are categorized by type. Each is the sum of that type for the job, cost code, cost type and the cost period and year. For example, payroll distribution is a cost and the sum prints in the cost column.

POST DATE - The posting date displays. The Job Cost posting date for payroll is selected during P/R Definition Setup. The date that prints is either the day worked on the time record, the week ending date of the payroll period, or the split week ending date from the Date Schedule file.

PROJ PER (Project Period) - The period and year to which the transaction posts in the Job Cost journal displays, based on the posting date and the Calendar file.

FIN PER (Financial Period) - The period and year to which the transaction posts in the General Ledger displays, based on the Date Schedule file and the Calendar file.

SYS GEN (System Generated Flag) - If a record was generated by the system, two asterisks (**) print in this column next to the record.

Total Lines

JOB TOTALS - The total cost, revenue and quantity for each job displays.

POSTING DATE TOTALS - The total cost revenue and quantity for each posting date displays.

GRAND TOTALS - The total cost, revenue, and quantity for the report displays.

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J/C- PAYROLL DISTRIBUTION JOURNAL PROOF

DATE 2/20/00 PAGE 1

JOB	DESCRIPTION	Ctg Tsk Sub	Ctg Tsk Sub	CT	DESCRIPTION	COST	REVENUE	QUANTITY	POST DATE	PROJ PER	FIN PER	SYS GEN
BATCH 0												
222001	Tri- Valley Building	003 000000	003-000.000	01	COMPRESSED JOB COST	869.20	.00	40.0000	2/19/00	2/00	2/00	2/00
			LABOR									
222001	Tri- Valley Building	003 000000	003-000.000	02	PAYROLL DISTRIBUTION	167.16	.00	.0000	2/19/00	2/00	2/00	2/00
			LABOR									
JOB TOTALS						1,036.36	.00	40.0000				
222600	Wilson Building	001 000001	001-000.001	01	COMPRESSED JOB COST	738.66	.00	42.0000	2/19/00	2/00	2/00	2/00
			LABOR									
222600	Wilson Building	001 000001	001-000.001	02	PAYROLL DISTRIBUTION	248.42	.00	.0000	2/19/00	2/00	2/00	2/00
			LABOR									
222600	Wilson Building	600 600004	600-600.004	01	COMPRESSED JOB COST	809.20	.00	40.0000	2/19/00	2/00	2/00	2/00
			EQUIP. MOBILIZATION		EXPENSE DEFAULT							
222600	Wilson Building	600 600004	600-600.004	02	PAYROLL DISTRIBUTION	270.47	.00	.0000	2/19/00	2/00	2/00	2/00
			EQUIP. MOBILIZATION		EXPENSE DEFAULT							
JOB TOTALS						2,066.75	.00	82.0000				
POSTING DATE TOTALS						3,103.11	.00	122.0000				
GRAND TOTALS						3,103.11	.00	122.0000				

Payroll Distribution Journal Proof (MCL415)

Access

Menu 107, Option 34

Purpose

The system automatically generates the Payroll Distribution Journal Proof (MCL415) when you run the payroll completion process.

Use this report a record of the payroll expense posted to the General Ledger for the pay period.

The system uses the PD journaling node to find the payroll transaction codes. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master File (N1ENTM).

A sample report follows this description.

Row Headings

BATCH - This field currently displays "000."

***** CASH *** / *** ACCRUAL ***** - The appropriate cash or accrual label prints, indicating the books where the journals are recorded.

ENTITY - This is the short description of the entity, from the Entity Master file. The system finds this description using the entity coding from the G/L account number.

ACCOUNTING PERIOD - Next to this label prints the posting period and year, followed by a message indicating the accounting year being updated. The messages are:

PP/YY OF THE CURRENT ACCOUNTING YEAR

PP/YY OF THE PRIOR ACCOUNTING YEAR

PP/YY OF THE PRIOR PRIOR ACCOUNTING YEAR

PP/YY OF THE NEXT ACCOUNTING YEAR

Column Headings

INDEX - This is the system-generated index number, if any.

REFN - The journal reference numbering convention for payroll journals is a combination of the journal node identifier and the period and year of posting.

(General Ledger Account Number) - This is the G/L account number for the transaction. Your company sets up the format and labeling for this number during system installation. For details, see the *System Services Reference Manual*.

ORGANIZATION NAME - The name of the organization master to which the journal posts displays.

MAJOR/MINOR DESCRIPTION - This is the description of the major or major/minor account from the Major Account Master or the Major/Minor Account Master file.

The information in the following columns is from the G/L Journal Transaction records for the batch. All of this information is entered into the records using the General Journal Processing screen. Each column is described, below:

JOURNAL DESCRIPTION - The description associated with the account number in the Financial Posting Table displays. The journal description might also be system generated to describe the journal node used.

SOURCE DESC - If you take detail to the General Ledger as defined in the major account, the batch number display. For more information, see the *General Ledger Reference Manual*.

DEBITS, CREDITS - The debit and credit amounts are from the G/L Journal Transaction file record for the transaction.

TRAN - This is the transaction code. These codes are defined in the Financial Posting Table file. For more information, see the *General Ledger Reference Manual*.

GROUP - This is the allocation group code, if used.

CLASS - This is the account class. The valid codes are:

T - Tax	S - State
G - GAAP	X - All

REAL/MEMO - This is the real or memo flag. The codes are:

R - Real	M - Memo	Q - Quantity
----------	----------	--------------

MODIFIER - This is the transaction modifier code from the Financial Posting Table. For transaction codes that have multiple entries, the system displays a code to indicate which account is used in posting.

Total Lines

ACCOUNTING CLASS TOTALS - This is the sum of debit and credit amounts for the account class.

REFERENCE TOTALS - This is the sum of debit and credit amounts for the reference number.

PERIOD TOTALS - This is the sum of debit and credit amounts for the accounting period.

ENTITY TOTALS - This is the sum of debit and credit amounts for the entity.

CASH TOTAL... / ACCRUAL TOTAL... - This is the sum of debit and credit amounts for the book, either cash or accrual.

Message Lines

OPENING ENTRY ADJUSTMENTS (For an Accounting Year) - A message line prints if there are opening entry adjustments for the accounting year. The message printed depends on the accounting year reported. The messages are shown, below:

ACCOUNTING PERIOD - PP/YY OPENING ENTRY ADJUSTMENTS FOR
THE PRIOR-PRIOR ACCOUNTING YEAR

ACCOUNTING PERIOD - PP/YY OPENING ENTRY ADJUSTMENTS FOR
THE PRIOR ACCOUNTING YEAR

ACCOUNTING PERIOD - PP/YY OPENING ENTRY ADJUSTMENTS FOR
THE CURRENT ACCOUNTING YEAR

***** OUT OF BALANCE ***** - If the journaling accounts that the system derives from the Financial Posting Table do not balance, this message will display.

TrueLine Systems Release 4.3 Doc												
		000 BATCH		PAYROLL DISTRIBUTION JOURNAL			PROOF		*** CASH ***		DATE 2/20/00	
INDEX	REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS	R/M	MODIFIER
----- ENTITY - FIRST CORPORATION ACCOUNTING PERIOD - 2/00 OF THE NEXT ACCOUNTING YEAR -----												
00000	PD0200	100-00-4006-222001	WILCOX ELECTRIC		PAYROLL DISTRIBUTION JOURNAL	BATCH 000	1,036.36	.00	EX	X	R	BLOCK2
00000	PD0200	100-00-4006-222600	WILCOX ELECTRIC		PAYROLL DISTRIBUTION JOURNAL	BATCH 000	2,066.75	.00	EX	X	R	BLOCK2
00000	PD0200	100-00-7005-000000	WILCOX ELECTRIC	SICK PAY	Straight and OT wages PR	BATCH 000	.00	2,145.00	PR	X	R	
00000	PD0200	100-00-7007-000000	WILCOX ELECTRIC	UNION VACATION PAY	Union Vacation Pay PV	BATCH 000	.00	272.06	PV	X	R	
00000	PD0200	100-00-7502-000000	WILCOX ELECTRIC	FICA EMPLOYER	F.I.C.A. relief (A)	BATCH 000	.00	118.41	FM	X	R	A
00000	PD0200	100-00-7503-000000	WILCOX ELECTRIC	FUTA EMPLOYER	F.U.I. accrual (A)	BATCH 000	.00	.77	FU	X	R	A
00000	PD0200	100-00-7511-000000	WILCOX ELECTRIC	SDI EMPLOYER	Ca- pay period accrual A	BATCH 000	.00	15.48	SD	X	R	A05
00000	PD0200	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	Ca- wkrs comp ins PP accrual	BATCH 000	.00	.09	IP	X	R	A05
00000	PD0200	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	test IW A	BATCH 000	.00	48.33	IW	X	R	A05
00000	PD0200	100-00-7520-000000	WILCOX ELECTRIC	UNION BENEFIT	default union	BATCH 000	.00	298.53	F0	X	R	
00000	PD0200	100-00-7522-000000	WILCOX ELECTRIC	EMPLOYER SUI	Ca-pay period accrual A	BATCH 000	.00	83.59	SU	X	R	A05
00000	PD0200	100-00-7523-000000	WILCOX ELECTRIC	MISC BURDEN	Flat Burden Accrual (A)	BATCH 000	.00	120.85	FB	X	R	A
ACCOUNTING CLASS TOTALS							3,103.11	3,103.11				
REFERENCE TOTALS							3,103.11	3,103.11				
PERIOD TOTALS							3,103.11	3,103.11				
ENTITY TOTALS							3,103.11	3,103.11				
CASH TOTAL...							3,103.11	3,103.11				

TrueLine Systems Release 4.3 Doc																
INDEX		REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	BATCH 000	PAYROLL DISTRIBUTION JOURNAL		PROOF	*** ACCRUAL ***	DEBITS	CREDITS	TRAN GROUP	CLASS R/M	DATE	2/20/00	PAGE
ENTITY - FIRST CORPORATION																
ACCOUNTING PERIOD - 2/00 OF THE NEXT ACCOUNTING YEAR																
00000	PD0200	100-00-4006-222001	WILCOX ELECTRIC			PAYROLL DISTRIBUTION JOURNAL	BATCH 000		1,036.36	.00		EX	X	R		BLOCK2
00000	PD0200	100-00-4006-222600	WILCOX ELECTRIC			PAYROLL DISTRIBUTION JOURNAL	BATCH 000		2,066.75	.00		EX	X	R		BLOCK2
00000	PD0200	100-00-7005-000000	WILCOX ELECTRIC	SICK PAY		Straight and OT wages PR	BATCH 000		.00		2,145.00	PR	X	R		
00000	PD0200	100-00-7007-000000	WILCOX ELECTRIC	UNION VACATION PAY		Union Vacation Pay PV	BATCH 000		.00		272.06	PV	X	R		
00000	PD0200	100-00-7502-000000	WILCOX ELECTRIC	FICA EMPLOYER		F.I.C.A. relief (A)	BATCH 000		.00		118.41	FM	X	R		A
00000	PD0200	100-00-7503-000000	WILCOX ELECTRIC	FUTA EMPLOYER		F.U.I. accrual (A)	BATCH 000		.00		.77	FU	X	R		A
00000	PD0200	100-00-7511-000000	WILCOX ELECTRIC	SDI EMPLOYER		Ca- pay period accrual A	BATCH 000		.00		15.48	SD	X	R		A05
00000	PD0200	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION		Ca- wkrs comp ins PP accrual	BATCH 000		.00		.09	IP	X	R		A05
00000	PD0200	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION		test IW A	BATCH 000		.00		48.33	IW	X	R		A05
00000	PD0200	100-00-7520-000000	WILCOX ELECTRIC	UNION BENEFIT		default union	BATCH 000		.00		298.53	F0	X	R		
00000	PD0200	100-00-7522-000000	WILCOX ELECTRIC	EMPLOYER SUI		Ca-pay period accrual A	BATCH 000		.00		83.59	SU	X	R		A05
00000	PD0200	100-00-7523-000000	WILCOX ELECTRIC	MISC BURDEN		Flat Burden Accrual (A)	BATCH 000		.00		120.85	FB	X	R		A
ACCOUNTING CLASS TOTALS										3,103.11		3,103.11				
REFERENCE TOTALS										3,103.11		3,103.11				
PERIOD TOTALS										3,103.11		3,103.11				
ENTITY TOTALS										3,103.11		3,103.11				
ACCRUAL TOTAL...										3,103.11		3,103.11				

J/C- Payroll Recharge Distribution Journal Proof (MCL426)

Access

Menu 107, Option 34

Purpose

The system automatically generates the J/C- Payroll Recharge Distribution Journal Proof (MCL426) if you specify in P/R Definition Setup that you process recharge, you have recharge information on the Labor Master when you create a time record, and you run the payroll completion process.

Use this report as a record of the recharge cost, quantity and revenue posted to the Job Cost journal for the pay period.

This report shows payroll costs incurred by recharge labor as well as hours worked posted as quantities.

The report sorts by posting date and within posting date, by job number.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes the Job Cost Journal Transactions file (E7BDJR Member 1), the Job Chart Of Accounts Master file (A4BIDM), and the Job Master file (A2JBMS).

For specific row and column heading descriptions, see “J/C- Payroll Distribution Journal Proof” in this chapter.

A sample report follows this description.

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J/C- PAYROLL RECHARGE DISTRIBUTION JOURNAL PROOF

DATE 2/20/00 PAGE 1

JOB	DESCRIPTION	Ctg Tsk Sub	Ctg Task Sub	CT	DESCRIPTION	COST	REVENUE	QUANTITY	POST DATE	PROJ PER	FIN PER	SYS GEN
BATCH 0												
222003 Rosterfield Job		001 000001	001-000.001	01	COMPRESSED JOB COST	2,000.00	.00	40.0000	2/19/00	2/00	2/00	2/00
			L/D LABOR									
					JOB TOTALS	2,000.00	.00	40.0000				
222600 Wilson Building		130 000130	130-000.130	01	COMPRESSED JOB COST	2,000.00-	.00	40.0000-	2/19/00	2/00	2/00	2/00
			BRICK SUPPLIER									
					JOB TOTALS	2,000.00-	.00	40.0000-				
					POSTING DATE TOTALS	.00	.00	.0000				
					GRAND TOTALS	.00	.00	.0000				

Payroll Recharge Distribution Journal Proof (MCL415)

Access

Menu 107, Option 34

Purpose

The system automatically generates the Payroll Recharge Distribution Journal Proof (MCL415) if you specify in P/R Definition Setup that you process recharge and you run the pre-completion process. For information to display on this report, an employee must have recharge information on the Labor Master when you create a time record. The report shows the specific General Ledger accounts where amounts will journal.

Use this report as a record of the recharge transactions posting to the General Ledger.

The system uses the RD node to find the correct accounts for posting recharge transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master File (N1ENTM).

For specific row and column descriptions, see the “Payroll Distribution Journal Proof (MCL415)” in this chapter.

A sample report follows this description.

TrueLine Systems Release 4.3 Doc 000 BATCH										PAYROLL RECHARGE DISTRIBUTION JOURNAL		PROOF	*** CASH ***		DATE	2/20/00	PAGE	1
INDEX	REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN	GROUP	CLASS	R/M	MODIFIER					

ENTITY - FIRST CORPORATION ACCOUNTING PERIOD - 2/00 OF THE NEXT ACCOUNTING YEAR																		
00000	RD0200	100-00-4006-222003	WILCOX ELECTRIC	COST	SGR RECHARGE DISTRIBUTION	BATCH 000	2,000.00	.00	EX			X	R	BLOCK2				
00000	RD0200	100-00-4006-222600	WILCOX ELECTRIC		RECHARGE DISTRIBUTION	BATCH 000	.00	2,000.00	EX			X	R	BLOCK2				

ACCOUNTING CLASS TOTALS																		
2,000.00																		

REFERENCE TOTALS																		
2,000.00																		

PERIOD TOTALS																		
2,000.00																		

ENTITY TOTALS																		
2,000.00																		

CASH TOTAL...																		
2,000.00																		

Trueline Systems Release 4.3 Doc																BATCH 000	PAYROLL RECHARGE DISTRIBUTION JOURNAL										PROOF	***	ACCRUAL	***	DATE	2/20/00	PAGE																														
INDEX	REFN	Cmp	Div	Ma	j	Sub	ORGANIZATION DESCRIPTION										MAJOR	MINOR	DESC.	JOURNAL DESCRIPTION										SOURCE	DESC	DEBITS	CREDITS	TRAN	GROUP	CLASS	R/M	MODIFIER																									
-----																-----																-----																-----															
ENTITY - FIRST CORPORATION																ACCOUNTING PERIOD - 2/00 OF THE NEXT ACCOUNTING YEAR																-----																-----															
00000	RD0200	100	00	4006	222003	WILCOX ELECTRIC	COST										SGR	RECHARGE DISTRIBUTION										BATCH 000	2,000.00	.00	EX	X	R	BLOCK2																													
00000	RD0200	100	00	4006	222600	WILCOX ELECTRIC												RECHARGE DISTRIBUTION										BATCH 000	.00	2,000.00	EX	X	R	BLOCK2																													
																ACCOUNTING CLASS TOTALS																-----																2,000.00															
																REFERENCE TOTALS																-----																2,000.00															
																PERIOD TOTALS																-----																2,000.00															
																ENTITY TOTALS																-----																2,000.00															
																ACCRUAL TOTAL...																-----																2,000.00															

Payroll Union Fringe Journal Proof (MCL415)

Access

Menu 107, Option 34

Purpose

The system automatically generates the Payroll Union Fringe Journal Proof (MCL415) when you run the pre-completion process.

Use this report as a record of the union fringe transactions posting to the General Ledger.

The system uses the UF node to find the correct accounts for posting recharge transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master File (N1ENTM).

For specific row and column descriptions, see the “Payroll Distribution Journal Proof (MCL415)” in this chapter.

A sample report follows this description.

Trueline Systems Release 4.3 Doc										000 BATCH		PAYROLL UNION FRINGE JOURNAL		PROOF		*** CASH ***		DATE		2/20/00		PAGE	
INDEX	REFN	Cmp	Div	Ma	j	Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN	GROUP	CLASS	R/M	MODIFIER						
ENTITY - FIRST CORPORATION																							
ACCOUNTING PERIOD - 3 / 00 OF THE NEXT ACCOUNTING YEAR																							
00000	UF0300	100	-00	-7531	-000000		WILCOX ELECTRIC	UNION H&W	UNION FRINGE DISTRIBUTION	BATCH 000	20.59	.00	F1		X	R	A						
00000	UF0300	100	-00	-7531	-000000		WILCOX ELECTRIC	UNION H&W	UNION FRINGE DISTRIBUTION	BATCH 000	.00	20.59	F1		X	R	B						
00000	UF0300	100	-00	-7532	-000000		WILCOX ELECTRIC	UNION PENSION	UNION FRINGE DISTRIBUTION	BATCH 000	63.44	.00	F2		X	R	A						
00000	UF0300	100	-00	-7532	-000000		WILCOX ELECTRIC	UNION PENSION	UNION FRINGE DISTRIBUTION	BATCH 000	.00	63.44	F2		X	R	B						
00000	UF0300	100	-00	-7596	-000000		WILCOX ELECTRIC	% OF FRINGE GROSS	UNION FRINGE DISTRIBUTION	BATCH 000	214.50	.00	F6		X	R	A						
00000	UF0300	100	-00	-7596	-000000		WILCOX ELECTRIC	% OF FRINGE GROSS	UNION FRINGE DISTRIBUTION	BATCH 000	.00	214.50	F6		X	R	B						
ACCOUNTING CLASS TOTALS												298.53											
REFERENCE TOTALS												298.53											
PERIOD TOTALS												298.53											
ENTITY TOTALS												298.53											
CASH TOTAL...												298.53											

Payroll Flat Burden Journal Proof (MCL415)

Access

Menu 107, Option 34

Purpose

The system automatically generates the Payroll Flat Burden Journal Proof (MCL415) when you run the payroll completion process.

Use this report as a record of the flat burden posted to the General Ledger for the pay period.

The system uses the FB or 4K journaling nodes to find the payroll transaction codes. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master File (N1ENTM).

For specific row and column descriptions, see the “Payroll Distribution Journal Proof (MCL415)” in this chapter.

A sample report follows this description.

TrueLine Systems Release 4.3 Doc													BATCH 000		PAYROLL FLAT BURDEN JOURNAL		PROOF		*** ACCRUAL ***		DATE 2/20/00		PAGE	
INDEX	REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS	R/M	MODIFIER												
ENTITY - FIRST CORPORATION													ACCOUNTING PERIOD - 3/00 OF THE NEXT ACCOUNTING YEAR											
00000	FB0300	100-00-7523-000000	WILCOX ELECTRIC	MISC BURDEN	FLAT BURDEN DISTRIBUTION FB B	BATCH 000	120.85	.00	FB	X	R	B												
00000	FB0300	100-00-7523-000000	WILCOX ELECTRIC	MISC BURDEN	FLAT BURDEN DISTRIBUTION FB B	BATCH 000	.00	120.85	FB	X	R	C												
ACCOUNTING CLASS TOTALS							120.85	120.85																
REFERENCE TOTALS							120.85	120.85																
PERIOD TOTALS							120.85	120.85																
ENTITY TOTALS							120.85	120.85																
ACCRUAL TOTAL...							120.85	120.85																

Trueline Systems Release 4.3 Doc										BATCH 000		PAYROLL FLAT BURDEN JOURNAL		PROOF		*** CASH ***		DATE 2/20/00		PAGE	
INDEX	REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS	R/M	MODIFIER									
ENTITY - FIRST CORPORATION													ACCOUNTING PERIOD - 3/00 OF THE NEXT ACCOUNTING YEAR								
00000	FB0300	100-00-7523-000000	WILCOX ELECTRIC	MISC BURDEN	FLAT BURDEN DISTRIBUTION FB B	BATCH 000	120.85	.00	FB	X	R	B									
00000	FB0300	100-00-7523-000000	WILCOX ELECTRIC	MISC BURDEN	FLAT BURDEN DISTRIBUTION FB B	BATCH 000	.00	120.85	FB	X	R	C									
							ACCOUNTING CLASS TOTALS				120.85										
							REFERENCE TOTALS				120.85										
							PERIOD TOTALS				120.85										
							ENTITY TOTALS				120.85										
							CASH TOTAL...				120.85										

Payroll Insurance Journal Proof (MCL415)

Access

Menu 107, Option 34

Purpose

The system automatically generates the Payroll Insurance Journal Proof (MCL415) when you run the pre-completion process.

Use this report as a record of the insurance transactions posting to the General Ledger.

The system uses the IJ node to find the correct accounts for posting recharge transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master File (N1ENTM).

For specific row and column descriptions, see the “Payroll Distribution Journal Proof (MCL415)” in this chapter.

A sample report follows this description.

TrueLine Systems Release 4.3 Doc 000 BATCH										PAYROLL INSURANCE JOURNAL		PROOF	*** CASH ***		DATE	2/20/00	PAGE	1
INDEX	REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS	R/M	MODIFIER						

ENTITY - FIRST CORPORATION ACCOUNTING PERIOD - 3/00 OF THE NEXT ACCOUNTING YEAR																		
00000	IJ0300	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	P/L INSURANCE DISTRIBUTION	BATCH 000	.08	.00	IP	X	R	B05						
00000	IJ0300	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	P/L INSURANCE DISTRIBUTION	BATCH 000	.00	.08	IP	X	R	C05						
00000	IJ0300	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	W/C INSURANCE DISTRIBUTION	BATCH 000	48.34	.00	IW	X	R	B05						
00000	IJ0300	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	W/C INSURANCE DISTRIBUTION	BATCH 000	.00	48.34	IW	X	R	C05						

													48.42					
													48.42					
ACCOUNTING CLASS TOTALS																		
													48.42					

													48.42					
REFERENCE TOTALS																		
													48.42					

													48.42					
PERIOD TOTALS																		
													48.42					

													48.42					
ENTITY TOTALS																		
													48.42					

													48.42					
CASH TOTAL...																		
													48.42					

TrueLine Systems Release 4.3 Doc														
BATCH 000			PAYROLL INSURANCE JOURNAL			PROOF			*** ACCRUAL ***			DATE 2/20/00		PAGE
INDEX	REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS	R/M	MODIFIER		
----- ENTITY - FIRST CORPORATION ACCOUNTING PERIOD - 3/00 OF THE NEXT ACCOUNTING YEAR -----														
00000	IJ0300	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	P/L INSURANCE DISTRIBUTION	BATCH 000	.08	.00	IP	X	R	B05		
00000	IJ0300	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	P/L INSURANCE DISTRIBUTION	BATCH 000	.00	.08	IP	X	R	C05		
00000	IJ0300	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	W/C INSURANCE DISTRIBUTION	BATCH 000	48.34	.00	IW	X	R	B05		
00000	IJ0300	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	W/C INSURANCE DISTRIBUTION	BATCH 000	.00	48.34	IW	X	R	C05		
ACCOUNTING CLASS TOTALS							48.42	48.42						
REFERENCE TOTALS							48.42	48.42						
PERIOD TOTALS							48.42	48.42						
ENTITY TOTALS							48.42	48.42						
ACCRUAL TOTAL...							48.42	48.42						

Payroll Disbursement Journal Proof (MCL415)

Access

Menu 107, Option 34

Purpose

The system automatically generates the Payroll Disbursement Journal Proof (MCL415) when you run the pre-completion process.

Use this report as a record of the payroll disbursement transactions posting to the General Ledger.

The system uses the PR node to find the correct accounts for posting disbursement transactions. For more information, see the *General Ledger Reference Manual*.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

Most of the information in this report comes from the G/L Journal Transaction file (E4GNJL). The G/L account number is formatted according to the System Definition Setup file. The short description for the entity is from the Entity Master File (N1ENTM).

For specific row and column descriptions, see the “Payroll Distribution Journal Proof (MCL415)” in this chapter.

A sample report follows this description.

INDEX	REFN	Cmp/Div/Ma.j/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS	R/M	MODIFIED
ENTITY - FIRST CORPORATION												
ACCOUNTING PERIOD - 3/00 OF THE NEXT ACCOUNTING YEAR												
00000	PR0300	100-00-1003-000000	WILCOX ELECTRIC	BANK ACCOUNT 1003	PAYROLL BANK ACCOUNT P/R	BATCH 000	.00	1,430.42	CB	X	R	PR
00000	PR0300	100-00-7005-000000	WILCOX ELECTRIC	SICK PAY	Straight and OT wages PR	BATCH 000	2,145.00	.00	PR	X	R	
00000	PR0300	100-00-7007-000000	WILCOX ELECTRIC	UNION VACATION PAY	Union Vacation Pay PV	BATCH 000	272.06	.00	PV	X	R	
00000	PR0300	100-00-7501-000000	WILCOX ELECTRIC	FICA EMPLOYEE	Employee FICA taxes	BATCH 000	.00	184.90	FI	X	R	
00000	PR0300	100-00-7502-000000	WILCOX ELECTRIC	FICA EMPLOYER	F.I.C.A. relief (B)	BATCH 000	184.90	.00	FM	X	R	B
00000	PR0300	100-00-7502-000000	WILCOX ELECTRIC	FICA EMPLOYER	F.I.C.A. liability (C)	BATCH 000	.00	184.90	FM	X	R	C
00000	PR0300	100-00-7503-000000	WILCOX ELECTRIC	FUTA EMPLOYER	F.U.I. relief (B)	BATCH 000	1.20	.00	FU	X	R	B
00000	PR0300	100-00-7503-000000	WILCOX ELECTRIC	FUTA EMPLOYER	F.U.I. expense	BATCH 000	.00	1.20	FU	X	R	C
00000	PR0300	100-00-7505-000000	WILCOX ELECTRIC	SIT EMPLOYEE	California state income Tax	BATCH 000	.00	51.24	ST	X	R	05
00000	PR0300	100-00-7507-000000	WILCOX ELECTRIC	FIT EMPLOYEE	Employee Federal Income Tax	BATCH 000	.00	304.61	FT	X	R	
00000	PR0300	100-00-7509-000000	WILCOX ELECTRIC	SDI EMPLOYEE	ca ee sdi sd	BATCH 000	.00	18.30	SD	X	R	05
00000	PR0300	100-00-7510-000000	WILCOX ELECTRIC	SUI EMPLOYEE	ca sui	BATCH 000	.00	130.53	SU	X	R	05
00000	PR0300	100-00-7511-000000	WILCOX ELECTRIC	SDI EMPLOYER	Ca- debit relief B	BATCH 000	15.48	.00	SD	X	R	B05
00000	PR0300	100-00-7511-000000	WILCOX ELECTRIC	SDI EMPLOYER	Ca- credit liability C	BATCH 000	.00	15.48	SD	X	R	C05
00000	PR0300	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	Christmas Club dd	BATCH 000	.00	25.00	DD	X	R	055
00000	PR0300	100-00-7522-000000	WILCOX ELECTRIC	EMPLOYER SUI	Ca- debit relief B	BATCH 000	130.52	.00	SU	X	R	B05
00000	PR0300	100-00-7522-000000	WILCOX ELECTRIC	EMPLOYER SUI	Ca- credit liability C	BATCH 000	.00	130.52	SU	X	R	C05
00000	PR0300	100-00-7524-000000	WILCOX ELECTRIC	VACATION OUT	Union Vacation Out	BATCH 000	.00	272.06	VO	X	R	
ACCOUNTING CLASS TOTALS							2,749.16	2,749.16				
REFERENCE TOTALS							2,749.16	2,749.16				
PERIOD TOTALS							2,749.16	2,749.16				
ENTITY TOTALS							2,749.16	2,749.16				
CASH TOTAL...							2,749.16	2,749.16				

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INDEX	REFN	Cmp/Div/Maj/Sub	ORGANIZATION DESCRIPTION	MAJOR/MINOR DESC.	JOURNAL DESCRIPTION	SOURCE DESC	DEBITS	CREDITS	TRAN GROUP	CLASS R/M	MODIFIERS
----- ENTITY - FIRST CORPORATION ACCOUNTING PERIOD - 3/00 OF THE NEXT ACCOUNTING YEAR -----											
00000	PR0300	100-00-1003-000000	WILCOX ELECTRIC	BANK ACCOUNT 1003	PAYROLL BANK ACCOUNT P/R	BATCH 000	.00	1,430.42	CB	X R	PR
00000	PR0300	100-00-7005-000000	WILCOX ELECTRIC	SICK PAY	Straight and OT wages PR	BATCH 000	2,145.00	.00	PR	X R	
00000	PR0300	100-00-7007-000000	WILCOX ELECTRIC	UNION VACATION PAY	Union Vacation Pay PV	BATCH 000	272.06	.00	PV	X R	
00000	PR0300	100-00-7501-000000	WILCOX ELECTRIC	FICA EMPLOYEE	Employee FICA taxes	BATCH 000	.00	184.90	FI	X R	
00000	PR0300	100-00-7502-000000	WILCOX ELECTRIC	FICA EMPLOYER	F.I.C.A. relief (B)	BATCH 000	184.90	.00	FM	X R	B
00000	PR0300	100-00-7502-000000	WILCOX ELECTRIC	FICA EMPLOYER	F.I.C.A. liability (C)	BATCH 000	.00	184.90	FM	X R	C
00000	PR0300	100-00-7503-000000	WILCOX ELECTRIC	FUTA EMPLOYER	F.U.I. relief (B)	BATCH 000	1.20	.00	FU	X R	B
00000	PR0300	100-00-7503-000000	WILCOX ELECTRIC	FUTA EMPLOYER	F.U.I. expense	BATCH 000	.00	1.20	FU	X R	C
00000	PR0300	100-00-7505-000000	WILCOX ELECTRIC	SIT EMPLOYEE	California state income Tax	BATCH 000	.00	51.24	ST	X R	05
00000	PR0300	100-00-7507-000000	WILCOX ELECTRIC	FIT EMPLOYEE	Employee Federal Income Tax	BATCH 000	.00	304.61	FT	X R	
00000	PR0300	100-00-7509-000000	WILCOX ELECTRIC	SDI EMPLOYEE	ca ee sdi sd	BATCH 000	.00	18.30	SD	X R	05
00000	PR0300	100-00-7510-000000	WILCOX ELECTRIC	SUI EMPLOYEE	ca sui	BATCH 000	.00	130.53	SU	X R	05
00000	PR0300	100-00-7511-000000	WILCOX ELECTRIC	SDI EMPLOYER	Ca- debit relief B	BATCH 000	15.48	.00	SD	X R	B05
00000	PR0300	100-00-7511-000000	WILCOX ELECTRIC	SDI EMPLOYER	Ca- credit liability C	BATCH 000	.00	15.48	SD	X R	C05
00000	PR0300	100-00-7517-000000	WILCOX ELECTRIC	MISC DEDUCTION	Christmas Club dd	BATCH 000	.00	25.00	DD	X R	055
00000	PR0300	100-00-7522-000000	WILCOX ELECTRIC	EMPLOYER SUI	Ca- debit relief B	BATCH 000	130.52	.00	SU	X R	B05
00000	PR0300	100-00-7522-000000	WILCOX ELECTRIC	EMPLOYER SUI	Ca- credit liability C	BATCH 000	.00	130.52	SU	X R	C05
00000	PR0300	100-00-7524-000000	WILCOX ELECTRIC	VACATION OUT	Union Vacation Out	BATCH 000	.00	272.06	VO	X R	
							2,749.16	2,749.16			
ACCOUNTING CLASS TOTALS											
							2,749.16	2,749.16			
REFERENCE TOTALS											
							2,749.16	2,749.16			
PERIOD TOTALS											
							2,749.16	2,749.16			
ENTITY TOTALS											
							2,749.16	2,749.16			
ACCRUAL TOTAL...											
							2,749.16	2,749.16			

Federal Tax Summary Report (MCP329)

Access

Menu 107, Option 34

Purpose

The system automatically generates the Federal Tax Summary Report (MCP329) when you run the payroll completion process.

Use this report as a record of the total OASDI, HI and FIT amounts calculated for the pay period. This report conforms to the 1997 IRS specifications for federal tax deposits through the Electronic Federal Tax Payment System (EFTPS).

The amounts on this report are what the bank needs to transmit the electronic deposit. You need to make arrangements with your financial institution regarding the actual transfer of funds to one of the financial institutions designated by the Treasury Department. For more information about the EFTPS, see the Treasury Department's publications.

Print Procedure

- Step 1:** At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.
- Step 2:** Optionally change the report date.
To submit the process, press F6.
- Step 3:** To return to the menu without submitting the process, press F3.

Contents

The information on this report comes from the Payroll Date Schedule Master File (J5DATE), Prepays - Federal And Base file (CAPPAY), and the Earnings - Federal And Base file (BAERGS).

A sample report follows this description.

Column Headings

F.I.C.A. - The amount withheld for the Federal Income Contribution Act is separated into Old Age, Survivors, and Disability Insurance and Hospital Insurance for reporting purposes.

OASDI - The employee and employer amounts withheld for OASDI display.

HI - The employee and employer amounts withheld for HI display.

TOTAL - The total amounts withheld for F.I.C.A. for both the employee and employer display.

Totals

(OASDI Total) - The system totals the employee and employer amounts withheld for OASDI.

(HI Total) - The system totals the employee and employer amounts withheld for HI.

(FICA Total) - The system displays the total pay period withholding for FICA.

FIT WITHHELD - The total federal income tax withheld for the pay period displays.

TrueLine Documentation-Construction FEDERAL TAX SUMMARY REPORT FOR PAY PERIOD ENDING 6/25/99

F.I.C.A.

	OASDI	HI	TOTAL
EMPLOYEE:	757.78	177.23	935.01
EMPLOYER:	788.77	184.48	973.25
	1546.55	361.71	1908.26

FIT WITHHELD: 2203.81

Monthly Summary P/R Bdn Job Costs Summarized By Job, Monthly Summary R/C Brdn Job Costs Summarized By Job (MCC204R6)

Access

Menu 107, Option 34

Purpose

The system automatically prints the Monthly Summary P/R Brd Job Costs, Summarized By Job report when you run the completion process for the final payroll of the month. The system also prints the Monthly Summary R/C Brd. Job Costs, Summarized By Job report when you run the completion process if you process recharge time.

Since the system does not recharge the burden details, no information prints on the Monthly Summary R/C Brd. Job Costs, Summarized By Job report.

Use the Monthly Summary P/R Brd Job Costs, Summarized By Job report to review the burden posting to the Job Cost journal for each job.

This report sorts by job number.

Print Procedure

- Step 1:** At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.
- Step 2:** Optionally change the report date.
To submit the process, press F6.
- Step 3:** To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Job Master file (A2JBMS), the Pay Period Date Schedule file (J5DATE), and the Employee Time Transactions file (B5TIME).

A sample report follows this description.

Row Headings

FINANCIAL PERIOD - The period to which the transactions were posted displays.

Column Headings

JOB - The job number displays.

JOB NAME - The job description from the Job Master file displays.

F.I.C.A. - The social security withheld for the job displays.

F.U.I. - The federal unemployment insurance withheld for the job displays.

S.U.I. - The state unemployment insurance withheld for the job displays.

S.D.I. - The employer's portion of state disability insurance withheld displays.

UNFRNG - The amount of union fringe withheld displays.

W/C - The workmen's compensation premium for the job displays.

PL/PD - The personal liability/property damage premium for the job displays.

401(K) - The employer contributed portion of 401K deductions displays.

FLAT - The additional flat burden calculated for the job displays.

MISC. 1 - The amount for miscellaneous category 1 displays.

MISC. 2 - The amount for miscellaneous category 2 displays.

MISC. 3 - The amount for miscellaneous category 3 displays.

MISC. 4/5 - The amount for miscellaneous category 4 and miscellaneous category 5 displays.

TOTAL - The total of all the columns for the job displays.

Total Lines

FIN. PR. TOTAL - The system totals each column within financial period.

CPNY TOTAL -The system totals each column on the report.

TrueLine Documentation-Construction

MONTHLY SUMMARY P/R BDN.JOB COSTS, SUMMARIZED BY JOB

MONTH ENDING DATE 6/25/99

PAGE 1

JOB	JOB NAME	F.I.C.A.	F.U.I.	S.U.I.	S.D.I.	UNFRNG	W/C	PL/PD	401 (K)	FLAT	MISC.1	MISC.2	MISC.3	MISC.4/ MISC.5	TOTAL
---	-----	-----	-----	-----	-----	-----	---	---	-----	---	-----	-----	-----	-----	-----
FIN. PR. 06/99															
3	Timberhill Shopping	1525.30		1048.93		5865.45	42.04	22.20	1844.82						10,348.74
4	Woodhams Building	56.24		39.70		340.88	2.36								439.18
5	Arizona Freeway	86.84		61.30		344.88		34.06							527.08
900203	Asset with Equipment	50.61		39.70		340.88	2.36								433.55
900500	Payroll Home Job	244.07		103.89		681.68	7.08								1,036.72
FIN. PR. TOTAL--															
		1963.06		1293.52		7573.77	53.84	56.26	1844.82						12,785.27
CPNY TOTAL--															
		1963.06		1293.52		7573.77	53.84	56.26	1844.82						12,785.27

TrueLine Documentation-Construction

MONTHLY SUMMARY R/C BRDN JOB COSTS, SUMMARIZED BY JOB

MONTH ENDING DATE 6/25/99 PAGE 1

JOB	JOB NAME	F.I.C.A.	F.U.I.	S.U.I.	S.D.I.	UNFRNG	W/C	PL/PD	401 (K)	FLAT	MISC.1	MISC.2	MISC.3	MISC.4/ MISC.5	TOTAL
---	-----	-----	-----	-----	-----	-----	---	---	---	---	---	---	---	---	---

FIN. PR. 06/99

3 Timberhill Shopping

900501 Payroll Relief Job

FIN. PR. TOTAL-

CPNY TOTAL-

Monthly Summary Payroll Job Costs Summarized By Job, Monthly Summary Recharge Job Costs Summarized By Job (MCC204R5)

Access

Menu 107, Option 34

Purpose

The system automatically prints the Monthly Summary Payroll Job Costs, Summarized By Job report when you run the completion process for the final payroll of the month. The system also prints the Monthly Summary Recharge Job Costs, Summarized By Job report when you run the completion process if you process recharge time.

Use these reports to review the regular payroll and recharge costs posting to the Job Cost journal for each job.

This report sorts by job number.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Job Master file (A2JBMS), the Pay Period Date Schedule file (J5DATE), and the Employee Time Transactions file (B5TIME).

A sample report follows this description.

Row Headings

FIN. PR. XX/XX - The period and year to which the information is posted displays.

Column Headings

JOB - The job number displays.

JOB NAME - The description of the job displays.

1 HRS - The hours worked on the job at wage rate 1 display.

2 HRS - The hours worked on the job at wage rate 2 display.

3 HRS - The hours worked on the job at wage rate 3 display.

4 HRS - The hours worked on the job at wage rate 4 display.

5 HRS - The hours worked on the job at wage rate 5 display.

TAXABLE - The total taxable gross wages for the job.

BURDEN - The calculated burden for the job displays.

NON-TAX - The total non-taxable gross amount for the job.

EQUIP HRS - The hours for equipment used on the job displays.

EQUIP GROSS -The gross amount charged to the job for equipment used displays.

Total Lines

FIN. PR. TOTAL - The system totals each column within financial period.

CPNY TOTAL - The system totals each column on the report.

TrueLine Documentation-Construction

MONTHLY SUMMARY PAYROLL JOB COSTS, SUMMARIZED BY JOB

MONTH ENDING DATE 6/25/99 PAGE 1

JOB	JOB NAME	1 HRS	2 HRS	3 HRS	4 HRS	5 HRS	TAXABLE	BURDEN	NON-TAX	EQUIP HRS	EQUIP GROSS
-----	----------	-------	-------	-------	-------	-------	---------	--------	---------	-----------	-------------

FIN. PR. 06/99

3	Timberhill Shopping Center	771.00	5.00	16.00			20054.27	10348.74	80.00	57.00	330.00
4	Woodhams Building	40.00					735.20	439.18		25.00	375.00
5	Arizona Freeway	40.00					1135.20	527.08			
900203	Asset with Equipment Job	40.00					735.20	433.55			
900500	Payroll Home Job	160.00					3190.40	1036.72			

FIN. PR. TOTAL-

1051.00	5.00	16.00				25850.27	12785.27	80.00	82.00	705.00
---------	------	-------	--	--	--	----------	----------	-------	-------	--------

OPNY TOTAL-

1051.00	5.00	16.00				25850.27	12785.27	80.00	82.00	705.00
---------	------	-------	--	--	--	----------	----------	-------	-------	--------

TrueLine Documentation-Construction

MONTHLY SUMMARY RECHARGE JOB COSTS, SUMMARIZED BY JOB

MONTH ENDING DATE 6/25/99 PAGE 1

JOB	JOB NAME	1 HRS	2 HRS	3 HRS	4 HRS	5 HRS	TAXABLE	BURDEN	NON-TAX	EQUIP HRS	EQUIP GROSS
-----	----------	-------	-------	-------	-------	-------	---------	--------	---------	-----------	-------------

FIN. PR. 06/99

3 Timberhill Shopping Center

100.00

8000.00

900501 Payroll Relief Job

100.00-

8000.00-

FIN. PR. TOTAL-

CPNY TOTAL-

Monthly Summary P/R Bdn Job Costs, Monthly Summary R/C Bdn Job Costs (MCC204R4)

Access

Menu 107, Option 34

Purpose

The system automatically prints the Monthly Summary P/R Brd Job Costs report when you run the completion process for the final payroll of the month. The system also prints the Monthly Summary R/C Brd. Job Costs report when you run the completion process if you process recharge time.

Since the system does not recharge burden, no burden amounts print on the Monthly Summary R/C Brd. Job Costs report. However, the production job and the payroll relief job as well as the cost coding for each prints on the report.

Use the Monthly Summary P/R Brd Job Costs report to review the burden posting to the Job Cost journal for each job.

This report sorts by job number.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Job Master file (A2JBMS), the Pay Period Date Schedule file (J5DATE), and the Employee Time Transactions file (B5TIME).

A sample report follows this description.

Row Headings

FINANCIAL PERIOD - The period to which the transactions were posted displays.

(Cost Code Elements) - The report prints one row for each cost code element you define for Job Cost. Each column is summarized at each element level. The elements are repeated for each job.

JOB (Totals) - The total of all columns at the job level displays.

Column Headings

JOB - The job number and description displays.

(Cost Code) - The report prints each element of the job cost code.

F.I.C.A. - The social security withheld for the job displays.

F.U.I. - The federal unemployment insurance withheld for the job displays.

S.U.I. - The state unemployment insurance withheld for the job displays.

S.D.I. - The employer's portion of state disability insurance withheld displays.

UNFRNG - The amount of union fringe withheld displays.

W/C - The workmen's compensation premium for the job displays.

PL/PD - The personal liability/property damage premium for the job displays.

401(K) - The employer contributed portion of 401K deductions displays.

FLAT - The additional flat burden calculated for the job displays.

MISC. 1 - The amount for miscellaneous category 1 displays.

MISC. 2 - The amount for miscellaneous category 2 displays.

MISC. 3 - The amount for miscellaneous category 3 displays.

MISC. 4/5 - The amount for miscellaneous category 4 and miscellaneous category 5 displays.

TOTAL - The total of all the columns for the job displays.

Total Lines

FIN. PR. - The system totals each column within financial period.

CPNY -The system totals each column on the report.

TrueLine Documentation-Construction

MONTHLY SUMMARY P/R BDN..JOB COSTS

6/25/99 PAGE 1

JOB	Cat	Task	Subt	F.I.C.A.	F.U.I.	S.U.I.	S.D.I.	UNFRNG	W/C	PL/PD	401(K)	FLAT	MISC.1	MISC.2	MISC.3	MISC.4/ MISC.5	TOTAL
3 Timberhill Shopping Center																	
FINANCIAL PERIOD 06/99																	
Subt	01*	002	*0000	1525.30		1048.93		5865.45	42.04	22.20	1844.82						10348.74
Task	01*	002		1525.30		1048.93		5865.45	42.04	22.20	1844.82						10348.74
Cat	01			1525.30		1048.93		5865.45	42.04	22.20	1844.82						10348.74
JOB				1525.30		1048.93		5865.45	42.04	22.20	1844.82						10348.74
5 Arizona Freeway																	
FINANCIAL PERIOD 06/99																	
Subt	01*	002	*0000	86.84		61.30		344.88		34.06							527.08
Task	01*	002		86.84		61.30		344.88		34.06							527.08
Cat	01			86.84		61.30		344.88		34.06							527.08
JOB				86.84		61.30		344.88		34.06							527.08
900203 Asset with Equipment Job																	
FINANCIAL PERIOD 06/99																	
Subt	01*	002	*0000	50.61		39.70		340.88	2.36								433.55
Task	01*	002		50.61		39.70		340.88	2.36								433.55
Cat	01			50.61		39.70		340.88	2.36								433.55
JOB				50.61		39.70		340.88	2.36								433.55
FIN. PR.																	
				1963.06		1293.52		7573.77	53.84	56.26	1844.82						12785.27
CPNY																	
				1963.06		1293.52		7573.77	53.84	56.26	1844.82						12785.27

TrueLine Documentation-Construction

MONTHLY SUMMARY R/C BRDN JOB COSTS

6/25/99

PAGE 1

JOB	Cat	Task	Subt	F.I.C.A.	F.U.I.	S.U.I.	S.D.I.	UNFRNG	W/C	PL/PD	401(K)	FLAT	MISC.1	MISC.2	MISC.3	MISC.4/ MISC.5	TOTAL
---	---	---	---	-----	-----	-----	-----	-----	---	-----	-----	---	-----	-----	-----	-----	-----

3 Timberhill Shopping Center

FINANCIAL PERIOD 06/99

Subt	01*	002*	0000														
Task	01*	002															
Cat	01																
JOB																	

900501 Payroll Relief Job

FINANCIAL PERIOD 06/99

Subt	01*	004*	0000														
Task	01*	004															
Cat	01																
JOB																	

FIN. PR.

CPNY

Monthly Detail P/R Brd. Job Costs, Monthly Detail R/C Brd. Job Costs (MCC204R3)

Access

Menu 107, Option 34

Purpose

The system automatically prints the Monthly Detail P/R Brd Job Costs report when you run the completion process for the final payroll of the month. The system also prints the Monthly Detail R/C Brd. Job Costs report when you run the completion process if you process recharge time.

Since the system does not recharge the burden details, no burden amounts print on the Monthly Detail R/C Brd. Job Costs report. However, the report does list all employees being recharged.

Use the Monthly Detail P/R Brd Job Costs report to review the burden details posting to the Job Cost journal.

This report sorts by job, beginning a new page with each new job number, then by cost code.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Job Master file (A2JBMS), the Pay Period Date Schedule file (J5DATE), and the Employee Time Transactions file (B5TIME).

A sample report follows this description.

Title

JOB - The job number and description displays. Each job prints on a separate page.

FINANCIAL PERIOD XX/XX - The financial period and year the of posting displays.

Column Headings

(Cost Code) - The cost code used for the time record displays.

EMPLOYEE - The employee number, last name, first and middle initials display.
For each different wage rate or pay code on the time record, an employee line prints.

DATE - The posting date for the transaction.

F.I.C.A. - The social security withheld for the employee displays.

F.U.I. - The federal unemployment insurance withheld for the employee displays.

S.U.I. - The state unemployment insurance withheld for the employee displays.

S.D.I. - The employer's portion of state disability insurance withheld displays.

UNFRNG - The amount of union fringe withheld for the employee displays.

W/C - The workmen's compensation premium for the employee displays.

PL/PD - The personal liability/property damage premium for the employee displays.

401(K) - The employer contributed portion of 401K deductions displays.

FLAT - The additional flat burden calculated for the employee displays.

MISC. 1 - The amount for miscellaneous category 1 displays.

MISC. 2 - The amount for miscellaneous category 2 displays.

MISC. 3 - The amount for miscellaneous category 3 displays.

MISC. 4/5 - The amount for miscellaneous category 4 and miscellaneous category 5 displays.

TOTAL - The total of all the columns for the employee displays.

Row Headings

(Cost Code Elements) TOTAL - The report prints one row for each cost code element you define for Job Cost. Each column is summarized at each element level. The elements are repeated for each job.

JOB TOTAL - The total of all columns at the job level.

Total Lines

FINANCIAL PERIOD TOTAL - The totals of each column for the financial period.

COMPANY TOTAL - The totals of each column for the report.

TrueLine Documentation-Construction

MONTHLY DETAIL P/R BRD JOB COSTS

MONTH ENDING DATE 6/25/99 PAGE 1

JOB----- 3 Timberhill Shopping Center										FINANCIAL PERIOD 06/99						
COST CODE	EMPLOYEE	DATE	F.I.C.A.	F.U.I.	S.U.I.	S.D.I.	UNFRNG	W/C	PL/PD	401 (K)	FLAT	MISC.1	MISC.2	MISC.3	MISC.4/ MISC.5	TOTAL
010020000	00001 PORTER	J 6/18/99	53.43		37.72		363.68	2.36								457.19
010020000	00001 PORTER	J 6/25/99	57.03		38.24		318.99	2.21								416.47
010020000	00001 PORTER	J 6/25/99	3.45		2.31		19.27	.13								25.16
010020000	00001 PORTER	J 6/25/99	5.17		3.46		28.89	.20								37.72
010020000	00003 SHINTAZO	J 6/18/99	65.03		45.90			2.02								112.95
010020000	00003 SHINTAZO	J 6/18/99	13.01		9.18			.40								22.59
010020000	00003 SHINTAZO	J 6/18/99	13.01		9.18			.40								22.59
010020000	00003 SHINTAZO	J 6/25/99	77.44		54.66		309.74	2.12								443.96
010020000	00003 SHINTAZO	J 6/25/99	13.00		9.18		52.01	.36								74.55
010020000	00003 SHINTAZO	J 6/25/99	13.00		9.18		52.01	.36								74.55
010020000	00005 TRACY	R L 6/18/99	86.84		61.30		367.68	2.36								518.18
010020000	00006 RODRIGUES	M I 5/26/99	17.37		12.26		73.54	.47		113.53						217.17
010020000	00006 RODRIGUES	M I 5/27/99	17.37		12.26		73.54	.47		113.53						217.17
010020000	00006 RODRIGUES	M I 5/28/99	17.37		12.26		73.54	.47		113.53						217.17
010020000	00006 RODRIGUES	M I 5/29/99	17.37		12.26		73.54	.47		113.53						217.17
010020000	00006 RODRIGUES	M I 5/30/99	17.37		12.26		73.54	.47		113.53						217.17
010020000	00006 RODRIGUES	M I 6/01/99	17.37		12.26		73.54	.47		113.53						217.17
010020000	00006 RODRIGUES	M I 6/25/99	11.29		9.56		73.54	.47		113.53						208.39
010020000	00008 LOVE	R A 6/18/99	75.00		52.94		365.05	2.07								495.06
010020000	00011 XI	C 6/18/99	80.35		56.72		417.20	2.36		1050.00						1,606.63
010020000	00011 XI	C 6/25/99	81.49		57.52		344.18	2.36		.11						485.66
010020000	00013 LOSHINI	A 6/18/99	86.84		61.30		342.88	2.36								493.38
010020000	00013 LOSHINI	A 6/23/99	3.83		2.70		14.89	.10								21.52
010020000	00013 LOSHINI	A 6/23/99	1.91		1.35		7.43	.05								10.74
010020000	00013 LOSHINI	A 6/23/99	87.37		61.67		340.05	2.33								491.42
010020000	00013 LOSHINI	A 6/25/99	38.25				5.00									43.25
010020000	00022 HOMES	G 6/25/99	75.37		53.20		342.88	2.36								473.81
010020000	00025 ROYCE	A 6/18/99	56.24		39.70		363.68	2.36								461.98
010020000	00028 WASHINGTON	N D 6/18/99	86.84		61.30		189.20	2.36								339.70
010020000	00028 WASHINGTON	N D 6/25/99	86.84		61.30		344.88	2.36								495.38
010020000	00031 THOMAS	S M 6/25/99	79.19		55.90		343.88	2.36								481.33
010020000	00032 PEITRA	L T 5/28/99	62.76		44.30		417.20	.80	8.20							533.26
010020000	00032 PEITRA	L T 6/04/99	53.55		37.80			.80	7.00							99.15
010020000	00032 PEITRA	L T 6/18/99	53.55		37.80			.80	7.00							99.15
	Sub 0000		1525.30		1048.93		5865.45	42.04	22.20	1844.82						10,348.74
	Tas 002		1525.30		1048.93		5865.45	42.04	22.20	1844.82						10,348.74
	Cat 01		1525.30		1048.93		5865.45	42.04	22.20	1844.82						10,348.74
	JOB TOTAL		1525.30		1048.93		5865.45	42.04	22.20	1844.82						10,348.74
FINANCIAL PERIOD TOTAL			1963.06		1293.52		7573.77	53.84	56.26	1844.82						12,785.27
COMPANY TOTAL			1963.06		1293.52		7573.77	53.84	56.26	1844.82						12,785.27

TrueLine Documentation-Construction

MONTHLY DETAIL R/C BRD JOB COSTS

MONTH ENDING DATE 6/25/99

FINANCIAL PERIOD 06/99

3 Timberhill Shopping Center

JOB-----

S.U.I.

F.U.I.

F.I.C.A.

DATE

EMPLOYEE

COST CODE

S.D.I.

UNFRNG

W/C

PL/PD

401(K)

FLAT

MISC.1

MISC.2

MISC.3

MISC.4/

MISC.5

TOTAL

010020000 00012 RONSTON J F 6/18/99

010020000 00012 RONSTON J F 6/25/99

010020000 00040 LE K F 6/18/99

010020000 00040 LE K F 6/25/99

Sub 0000

Tas 002*

Cat 01*

JOB TOTAL

FINANCIAL PERIOD TOTAL

COMPANY TOTAL

Monthly Summary Payroll Job Costs, Monthly Summary Recharge Job Costs (MCC204R2)

Access

Menu 107, Option 34

Purpose

The system automatically prints the Monthly Summary Payroll Job Costs report when you run the completion process for the final payroll of the month. The system also prints the Monthly Summary Recharge Job Costs report when you run the completion process if you process recharge time.

Use these reports to review the regular payroll and recharge amounts posting to the Job Cost journal.

This report sorts by job number and then cost code within job.

Print Procedure

Step 1: At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.

Step 2: Optionally change the report date.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Job Master file (A2JBMS), the Pay Period Date Schedule file (J5DATE), and the Employee Time Transactions file (B5TIME).

A sample report follows this description.

Row Headings

FIN. PR. XX/XX - The period and year to which the information is posted displays.

Column Headings

JOB - The job number and description displays.

(Cost Code Elements) - The report prints one row for each cost code element you define for Job Cost. Each column is summarized at each element level. The elements are repeated for each job.

1 HRS - The hours worked on the job at wage rate 1 display. On the recharge report, the recharge hours display.

2 HRS - The hours worked on the job at wage rate 2 display.

3 HRS - The hours worked on the job at wage rate 3 display.

4 HRS - The hours worked on the job at wage rate 4 display.

5 HRS - The hours worked on the job at wage rate 5 display.

TAXABLE - The total taxable gross wages for the job. On the recharge report, the amount being recharged displays.

BURDEN - The calculated burden for the job displays.

NON-TAX - The total non-taxable gross amount for the job.

EQUIP HRS - The hours for equipment used on the job displays.

EQUIP GROSS -The gross amount charged to the job for equipment used displays.

Total Lines

FIN. PR. TOTAL - The system totals each column within financial period.

CPNY TOTAL -The system totals each column on the report.

TrueLine Documentation-Construction

MONTHLY SUMMARY PAYROLL JOB COSTS

MONTH ENDING DATE 6/25/99 PAGE 1

JOB	Cat	Task	Subt	1 HRS	2 HRS	3 HRS	4 HRS	5 HRS	TAXABLE	BURDEN	NON-TAX	EQUIP HRS	EQUIP GROSS
---	---	---	---	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
3 Timberhill Shopping Center													
FINANCIAL PERIOD 06/99													
Subt	01*003	*0000		771.00	5.00	16.00			20054.27	10348.74	80.00	57.00	330.00
Task	01*003			771.00	5.00	16.00			20054.27	10348.74	80.00	57.00	330.00
Cat	01			771.00	5.00	16.00			20054.27	10348.74	80.00	57.00	330.00
JOB				771.00	5.00	16.00			20054.27	10348.74	80.00	57.00	330.00
4 Woodhams Building													
FINANCIAL PERIOD 06/99													
Subt	01*002	*0000		40.00					735.20	439.18		25.00	375.00
Task	01*002			40.00					735.20	439.18		25.00	375.00
Cat	01			40.00					735.20	439.18		25.00	375.00
JOB				40.00					735.20	439.18		25.00	375.00
5 Arizona Freeway													
FINANCIAL PERIOD 06/99													
Subt	01*002	*0000		40.00					1135.20	527.08			
Task	01*002			40.00					1135.20	527.08			
Cat	01			40.00					1135.20	527.08			
JOB				40.00					1135.20	527.08			
900203 Asset with Equipment Job													
FINANCIAL PERIOD 06/99													
Subt	01*002	*0000		40.00					735.20	433.55			
Task	01*002			40.00					735.20	433.55			
Cat	01			40.00					735.20	433.55			
JOB				40.00					735.20	433.55			
FIN. PR.													
				1051.00	5.00	16.00			25850.27	12785.27	80.00	82.00	705.00
CPNY													
				1051.00	5.00	16.00			25850.27	12785.27	80.00	82.00	705.00

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MONTHLY SUMMARY RECHARGE JOB COSTS

MONTH ENDING DATE 6/25/99 PAGE 1

JOB	Cat	Task	Subt	1 HRS	2 HRS	3 HRS	4 HRS	5 HRS	TAXABLE	BURDEN	NON-TAX	EQUIP HRS	EQUIP GROSS
3 Timberhill Shopping Center													
FINANCIAL PERIOD 06/99													
Subt	01*	002*	0000	100.00					8000.00				
Task	01*	002*		100.00					8000.00				
Cat	01*			100.00					8000.00				
JOB				100.00					8000.00				
900501 Payroll Relief Job													
FINANCIAL PERIOD 06/99													
Subt	01*	004*	0000	100.00-					8000.00-				
Task	01*	004*		100.00-					8000.00-				
Cat	01*			100.00-					8000.00-				
JOB				100.00-					8000.00-				

FIN. PR.

CPNY

Monthly Detail Payroll Job Costs, Monthly Detail Recharge Job Costs (MCC204R1)

Access

Menu 107, Option 34

Purpose

The system automatically generates the Monthly Detail Payroll Job Costs when you run the completion process for the final payroll of the month. The system also prints the Monthly Detail Recharge Job Costs report when you run the completion process if you process recharge time.

Use these reports to review the detail amounts posting to the Job Cost journal for both regular payroll and recharge time.

This report sorts by job, beginning a new page with each new job number, then by cost code.

Print Procedure

- Step 1:** At the P/R Period Processing Menu (107) choose Option 34, Payroll Completion. The system displays the Period Ending Payroll Completion I screen.
- Step 2:** Optionally change the report date.
To submit the process, press F6.
- Step 3:** To return to the menu without submitting the process, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Job Master file (A2JBMS), the Pay Period Date Schedule file (J5DATE), and the Employee Time Transactions file (B5TIME).

A sample report follows this description.

Column Headings

(Cost Code) - The cost code used on the time record displays.

EMP NO - The employee number displays.

EMPLOYEE NAME - The employee last name, first name, and middle initial displays. For each wage rate and pay code on the time record, a separate employee line prints.

1 HRS - The hours worked on the job at wage rate 1 display. On the recharge report, the recharge hours display.

2 HRS - The hours worked on the job at wage rate 2 display.

3 HRS - The hours worked on the job at wage rate 3 display.

4 HRS - The hours worked on the job at wage rate 4 display.

5 HRS - The hours worked on the job at wage rate 5 display.

TAXABLE - The total taxable gross wages for the job. On the recharge report, the amount being recharged displays.

BURDEN - The calculated burden for the job displays.

NON-TAX - The total non-taxable gross amount for the job.

EQP NO. - The number of the equipment the employee used displays.

EQUIP HRS - The hours for equipment used on the job displays.

EQUIP GROSS - The gross amount charged to the job for equipment used displays.

DATE - The date to which the transaction was posted displays.

Row Headings

(Cost Code Elements) - The report prints one row for each cost code element you define for Job Cost. Each column is summarized at each element level. The elements are repeated for each job.

JOB TOTAL - The total of all columns at the job level.

Total Lines

FINANCIAL PERIOD TOTAL - The system totals each column within financial period.

COMPANY TOTAL - The system totals each column on the report.

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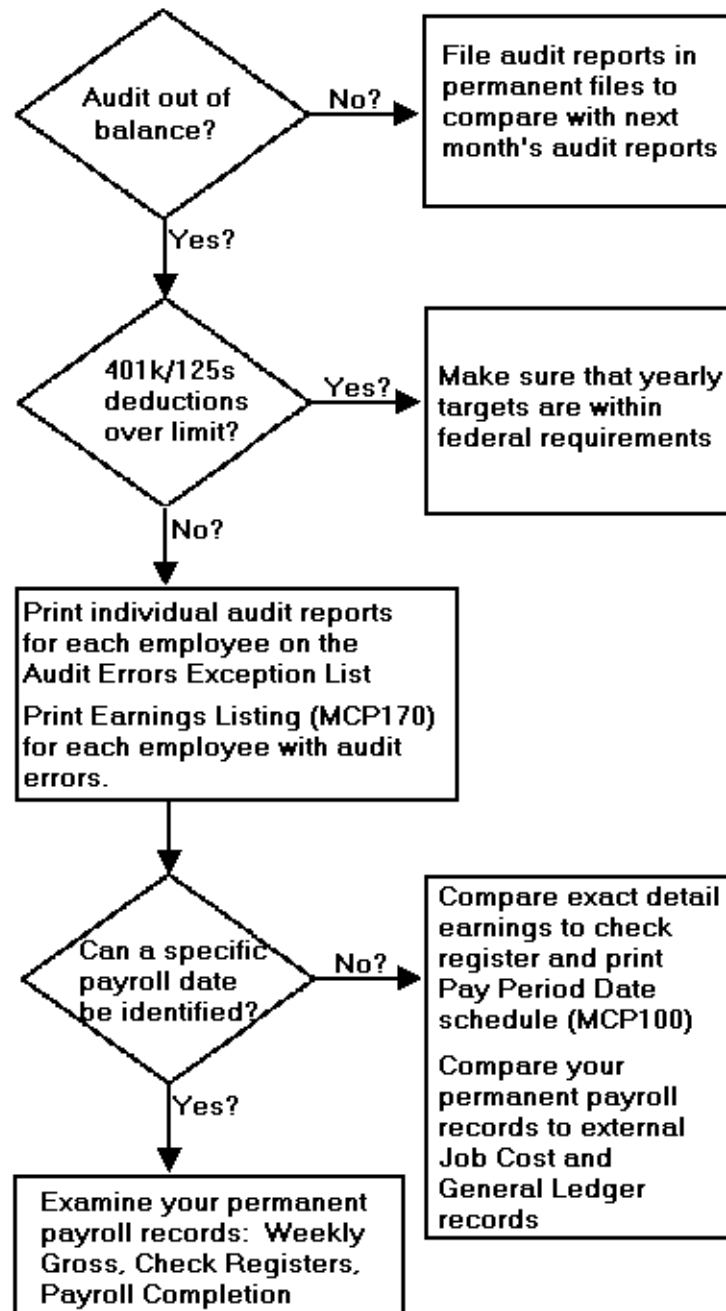
MONTHLY DETAIL PAYROLL JOB COSTS

FINANCIAL PERIOD 06/99															
3 Timberhill Shopping Center															
JOB-----															
1 HRS 2 HRS 3 HRS 4 HRS 5 HRS TAXABLE BURDEN NON-TAX EQP. NO. EQP HRS EQUIP GROSS DATE															
01*002*0000	00001	PORTER	JON	40.00					735.20	457.19					6/18/99
01*002*0000	00001	PORTER	JON	40.00					745.34	416.47	80.00				6/25/99
01*002*0000	00001	PORTER	JON		3.00				45.00	25.16					6/25/99
01*002*0000	00001	PORTER	JON						67.50	37.72					6/25/99
01*002*0000	00003	SHINTAZO	JAIIME	40.00					850.00	112.95					6/18/99
01*002*0000	00003	SHINTAZO	JAIIME			8.00			170.00	22.59					6/18/99
01*002*0000	00003	SHINTAZO	JAIIME						170.00	22.59					6/18/99
01*002*0000	00003	SHINTAZO	JAIIME	40.00					1012.24	443.96					6/25/99
01*002*0000	00003	SHINTAZO	JAIIME			8.00			170.00	74.55					6/25/99
01*002*0000	00005	TRACY	RICHARD						170.00	74.55					6/25/99
01*002*0000	00006	RODRIGUES	MARCUS	L	40.00				1135.20	518.18					6/18/99
01*002*0000	00006	RODRIGUES	MARCUS	I	8.00				227.04	217.17					5/26/99
01*002*0000	00006	RODRIGUES	MARCUS	I	8.00				227.04	217.17					5/27/99
01*002*0000	00006	RODRIGUES	MARCUS	I	8.00				227.04	217.17					5/28/99
01*002*0000	00006	RODRIGUES	MARCUS	I	8.00				227.04	217.17					5/29/99
01*002*0000	00006	RODRIGUES	MARCUS	I	8.00				227.04	217.17					5/30/99
01*002*0000	00006	RODRIGUES	MARCUS	I	8.00				227.04	217.17					6/01/99
01*002*0000	00006	RODRIGUES	MARCUS	I	8.00				227.04	208.39					6/25/99
01*002*0000	00008	LOVE	ROBIN	A	35.00				980.35	495.06					6/18/99
01*002*0000	00011	XI	CHAN	40.00					1050.40	1606.63					6/18/99
01*002*0000	00011	XI	CHAN	40.00					1065.20	485.66					6/25/99
01*002*0000	00013	LOSHINI	AMY	40.00	2.00				1135.20	493.38					6/18/99
01*002*0000	00013	LOSHINI	AMY						50.00	21.52					6/23/99
01*002*0000	00013	LOSHINI	AMY	40.00					25.00	10.74		1020	12.00	180.00	6/23/99
01*002*0000	00013	LOSHINI	AMY						1141.96	491.42					6/23/99
01*002*0000	00013	LOSHINI	AMY						500.00	43.25					6/25/99
01*002*0000	00022	HOMES	GREG	40.00					985.20	473.81					6/25/99
01*002*0000	00025	ROYCE	ALBERT	40.00					735.20	461.98		1020	25.00		6/18/99
01*002*0000	00028	WASHINGTON	NORMAN	D	40.00				1135.20	339.70		1020	10.00		6/18/99
01*002*0000	00028	WASHINGTON	NORMAN	D	40.00				1135.20	495.38		1020	10.00	150.00	6/25/99
01*002*0000	00031	THOMAS	SUSAN	M	40.00				1035.20	481.33					6/25/99
01*002*0000	00032	PEITFA	LOREN	T	40.00				820.40	533.26					5/28/99
01*002*0000	00032	PEITFA	LOREN	T	40.00				700.00	99.15					6/04/99
01*002*0000	00032	PEITFA	LOREN	T	40.00				700.00	99.15					6/18/99
Subt				0000	771.00	5.00	16.00		20054.27	10348.74	80.00		57.00	330.00	
Task				002	771.00	5.00	16.00		20054.27	10348.74	80.00		57.00	330.00	
Cat				01	771.00	5.00	16.00		20054.27	10348.74	80.00		57.00	330.00	
JOB				TOTAL-	771.00	5.00	16.00		20054.27	10348.74	80.00		57.00	330.00	
FINANCIAL PERIOD				TOTAL-	1051.00	5.00	16.00		25850.27	12785.27	80.00		82.00	705.00	
COMPANY				TOTAL-	1051.00	5.00	16.00		25850.27	12785.27	80.00		82.00	705.00	

About Analyzing Audit Reports

Audit reports are used to insure that your payroll files balance between summary and detail earnings. If your payroll files are out of balance, the audit reports also help begin the analysis to pinpoint the trouble.

We recommend that you run an audit report on all employees before you close a month so that problems can be more easily traced.



With the information you have gained from this analysis, you can make corrections as necessary.

Audit Reports

Access

Menu 104, Option 23

Description

Use this option to print audit reports to ensure that all employee earnings records are in balance. While the Audit reports are optional, we highly recommend that you run these reports after each pay cycle.

The reports that print with this option are:

Audit Errors Exception Listing (MCP295)

Current/Prior Payroll Year Audit Report (MCP295)

401(K) and 125(S) Exception Listing (MCP246)

S.U.I. Audit Errors Exception Listing (MCP294)

Current/Prior S.U.I. Audit Report (MCP294)

Each report is described separately following this task.

Print Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 23, Audit Report. The system displays the Earnings Audit Report screen.
- Step 2:** At the Earnings Audit Report screen, select the year and employee(s) you want on the report.
- Step 3:** **To submit the reports to print**, press F6.
- Step 4:** To return to the menu, press F3.

Earnings Audit Report Screen

The system displays this screen when you select Audit Report at the P/R Personnel Menu.

Use this screen to print the earnings audit reports.

Field Descriptions

SELECT THE PAYROLL YEAR - Required. To print the earnings for the current payroll year, select Current Year (“C”). To print the earnings for the prior payroll year, select Prior Year (“P”).

SELECT THE EMPLOYEES - Required. Maximum 5 characters.

ENTER EMPLOYEE NUMBER - To select one employee on the reports, type the employee code.

PRINT FOR ALL EMPLOYEES - To select the reports for all employees, check the box (“ALL”).

Function Key Descriptions

F3 Return to the menu without submitting the report.

F6 Submit the report to print.

Audit Errors Exception Listing, Current/Prior Payroll Year Audit Report (MCP295)

Access

Menu 104, Option 23

Purpose

Use the Audit Errors Exception Listing (MCP295) to see which employees have errors in the earnings files. This report prints automatically when employees on the report have discrepancies in the earnings files.

Use the Current/Prior Payroll Year Audit Report (MCP295) to pinpoint the earnings file where errors might exist. This report prints automatically whenever you print audit reports.

For more information about what to do with information on these reports, see “About Analyzing Audit Reports” in this chapter.

For more information about the selection screen, see “Audit Reports” in this chapter.

Print Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 23, Audit Report. The system displays the Earnings Audit Report screen.
- Step 2:** At the Earnings Audit Report screen, select the year and employee(s) you want on the report.
- Step 3:** **To submit the reports to print**, press F6.
- Step 4:** To return to the menu, press F3.

Contents

The information in the reports comes from:

Labor Master file (AGLBMS)	Earnings--Federal and Base file (BAERGS)	Prepays--Federal and Base file (CAPPAY)
Labor Master--Federal and Base file (AALBMS)	State Earnings file (BBERGS)	Prepays--State file (CBPPAY)
Labor Master--State file (ABLBMS)	Earnings--City file (BCERGS)	Prepays--City file (CCPPAY)
Labor Master--City file (ACLBMS)	Earnings--Deductions file (BDERGS)	Prepays--Deductions file (CDPPAY)

The information in the reports comes from:

Labor Master--Deductions file (ADLBMS)	Earnings--Unions file (BEERGS)	Prepays--Unions file (CEPPAY)
Labor Master--Unions file (AELBMS)	Earnings--County file (BFERGS)	Prepays--County file (CFPPAY)
Labor Master--County file (AFLBMS)	Earnings---401K Contributions file (BJERGS)	Prepays--401K Deductions file (CJPPAY)
Labor Master--401K Deductions file (AJLBMS)		

Audit Errors Exception Listing

Information prints on this report only if there are variances in amounts between the Labor Master files, the earnings files, and prepay files.

If you run the audit for one employee who has no audit errors, this report will not print.

This report sorts by employee number.

A sample report follows this description.

Column Headings

EMPLOYEE NUMBER - The employee number for each employee with audit errors on the Payroll Year Audit Report.

LAST NAME - The employee's last name displays.

FIRST NAME - The employee's first name displays.

MI - The employee's middle initial displays.

S.S. NO. - The employee's social security number displays.

Current/Prior Payroll Year Audit Report

This report displays the total amounts by quarter from the Labor Master and Earnings files, taxable, non-taxable and sick pay gross amounts, FIT and FICA amounts, and variances, either for all employees or for one employee.

This report sorts by type of earnings: federal, state, city, county, union, and deduction.

A sample report follows this description.

Title

REPORT FOR/ EMPLOYEE - Depending upon the selection you made, the system prints "REPORT FOR ALL EMPLOYEES" or the employee code,

name, and social security number as the subtitle.

Row Headings

LABOR MASTER - The system displays the earnings summary from the Labor Master files.

EARNINGS - The system displays detail earnings from the earnings files.

PREPAYS - The system displays detail earnings from the prepay files.

Column Headings

(Earning) RECORDS - For each type of record (federal, state, city, county, union, and deduction), this column lists the source of earnings.

1ST QTR. - The total earnings in the first quarter displays.

2ND QTR. - The total earnings in the second quarter displays.

3RD QTR. - The total earnings in the third quarter displays.

4TH QTR. - The total earnings in the fourth quarter displays.

TAXBL. GROSS - The total taxable gross earnings displays.

NON-TAX GROSS - The total non-taxable gross earnings displays.

SICK GROSS - The total amount of sick pay displays

FEDERAL RECORDS

F.I.T. - The total amount withheld for federal income tax displays.

OASDI F.I.C.A. - The total amount withheld for the old age survivor disability insurance portion of social security displays.

MEDICARE F.I.C.A. - The total amount withheld for the medicare portion of social security displays.

STATE RECORDS

S.I.T. - The total amount withheld for state income tax displays.

SDI - The total amount withheld for employee's portion of state disability insurance displays.

CITY RECORDS

CITY TAX - The total amount withheld for city income tax.

COUNTY RECORDS

COUNTY TAX - The total amount withheld for county income tax.

UNION RECORDS

VACATION-IN - The total amount added to wages for vacation-in displays.

VACATION-OUT - The total amount deducted for vacation-out displays.

DUES - The total amount deducted for dues displays.

INITIATION - The total amount deducted for union initiation fees displays.

MISC. DEDUCT - The total amount deducted for miscellaneous deductions displays.

DEDUCTION RECORDS

TOTAL - The total amount deducted for miscellaneous deductions displays.

401K DEDUCTION RECORDS - The total amount deducted for 401K/125S plans displays.

Total Lines

AUDIT ERROR - For each column, the system subtracts the Labor Master amount from the detail earnings plus prepay earnings.

If the Labor Master amount is greater, the number is positive. If the earnings and prepay amount is greater, the number is negative.

Message Lines

***** WARNING: AUDIT ERRORS FOUND ***** - If there are variances between the summary Labor Master amounts and the detail earnings plus prepay amounts, the report prints this message.

TrueLine Documentation-Construction		AUDIT ERRORS EXCEPTION LISTING		
EMPLOYEE NUMBER	LAST NAME	FIRST NAME	MI	S.S. NO.
00001	PORTER	JON		100-00-1000
00012	RONSTON	JACK	F	671-19-1278
50001	ARNEAU	FRANK		500-10-1111

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CURRENT PAYROLL YEAR AUDIT REPORT

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REPORT FOR ALL EMPLOYEES

1. FEDERAL RECORDS	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	TAXBL.GROSS	NON-TAX GROSS	SICK GROSS	F.I.T.	OASDI F.I.C.A.	MEDICARE F.I.C.A.	TOTAL HOURS
LABOR MASTER	.00	.00	.00	70,322.99	70,322.99	250.00	227.04	16,790.35	4,348.00	1,016.85	2,301.00
EARNINGS	.00	.00	.00	66,674.79	66,674.79	250.00	227.04	15,978.90	4,121.82	963.95	2,267.00
PREPAYS	.00	.00	.00	3,361.20	3,361.20	.00	.00	794.79	208.39	48.74	
AUDIT ERROR	.00	.00	.00	287.00	287.00	.00	.00	16.66	17.79	4.16	34.00
2. STATE RECORDS	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	TAXBL.GROSS	NON-TAX GROSS	SICK GROSS	S.I.T.	SDI		
LABOR MASTER	.00	.00	.00	70,322.99	70,322.99	250.00	227.04	3,554.41	2,533.03		
EARNINGS	.00	.00	.00	66,674.79	66,674.79	250.00	227.04	3,319.64	2,350.62		
PREPAYS	.00	.00	.00	3,361.20	3,361.20	.00	.00	233.57	168.06		
AUDIT ERROR	.00	.00	.00	287.00	287.00	.00	.00	1.20	14.35		
3. CITY RECORDS	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	TAXBL.GROSS	SICK GROSS	CITY TAX				
LABOR MASTER	.00	.00	.00	31,982.34	31,982.34	.00	508.65				
EARNINGS	.00	.00	.00	28,621.14	28,621.14	.00	449.12				
PREPAYS	.00	.00	.00	3,361.20	3,361.20	.00	59.53				
AUDIT ERROR	.00	.00	.00	.00	.00	.00	.00				
4. COUNTY RECORDS	1ST QTR.	2ND QTR.	3RD QTR.	4TH QTR.	TAXBL.GROSS	SICK GROSS	COUNTY TAX				
LABOR MASTER	.00	.00	.00	31,982.34	31,982.34	.00	1,596.74				
EARNINGS	.00	.00	.00	28,621.14	28,621.14	.00	1,418.14				
PREPAYS	.00	.00	.00	3,361.20	3,361.20	.00	178.60				
AUDIT ERROR	.00	.00	.00	.00	.00	.00	.00				

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CURRENT PAYROLL YEAR AUDIT REPORT

5. UNION RECORDS	VACATION-IN	VACATION-OUT	DUES	INITIATION	MISC. DEDUCT
LABOR MASTER	6,784.74	6,766.74	259.00	126.00	.00
EARNINGS	6,401.54	6,383.54	259.00	126.00	.00
PREPAYS	361.20	361.20	.00	.00	.00
AUDIT ERROR	22.00	22.00	.00	.00	.00

6. DEDUCTION RECORDS	TOTAL	401K DEDUCTION RECORDS
LABOR MASTER	350.25	539.42
EARNINGS	299.25	539.42
PREPAYS	50.00	.00
AUDIT ERROR	1.00	.00

***** WARNING: AUDIT ERRORS FOUND *****

401(k) and 125(s) Exception Listing (MCP246)

Access

Menu 104, Option 23

Purpose

Use the 401(k) and 125(s) Exception Listing (MCP246) report to verify that your year to date totals do not exceed the target limits and that your summary and detail files are in balance. The system automatically prints this report when you print the audit reports.

For more information about what to do with information on the report, see “About Analyzing Audit Reports” in this chapter.

For more information about the selection screen, see “Audit Reports” in this chapter.

Print Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 23, Audit Report. The system displays the Earnings Audit Report screen.
- Step 2:** At the Earnings Audit Report screen, select the year and employee(s) you want on the report.
- Step 3:** **To submit the reports to print**, press F6.
- Step 4:** To return to the menu, press F3.

Contents

The information in this report comes from the Labor Master--401K Deductions file (AJLBMS), the Earnings----401K Contributions file (BJERGS), and the Prepays--401K Deductions file (CJPPAY).

A sample report follows this description.

Column Headings

EMPL. NUMBER - The employee code displays for each employee with discrepancies in their 401K/125S deduction.

LAST - The employee's last name displays.

FIRST - The employee's first name displays.

DED NO - The deduction number of the deduction with audit errors. If the deduction is valid for more than one check type, the report prints different records for each.

FIT EXEMPT - The amount that is exempt from federal income tax displays.

FICA EXEMPT - For each row, below, the amount that is exempt from social security withholding.

FUI EXEMPT - For each row, below, the amount that is exempt from federal unemployment insurance withholding.

Row Headings

OVER LIMIT

Y-T-D TARGET - If the year to date target amount is smaller than the amount deducted this year, the year-to-date target amount defined in the 401K Deduction Master displays. The system will show the difference as "OVER LIMIT."

Y-T-D DEDUCT - If the year to date target amount is smaller than the amount deducted this year, the year-to-date deducted displays.

AUDIT ERRORS

YEAR-TO-DATE - If earnings records are out of balance, the amount taken for this deduction this year displays. All check types set up for this deduction are included. The information comes from the summary files.

EARNINGS - If earnings records are out of balance, the report combines all check type records from the earnings detail.

PREPAYS - For each deduction with audit errors (variance between Labor Master summary and earnings plus prepay), the report combines all prepay records.

Total Line

OVER LIMIT - If the year to date target amount is smaller than the amount deducted this year, the system prints the amount deducted over the target amount.

(Audit Error) - If earnings records are out of balance, the system prints the difference between the summary and earnings files.

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401(K) AND 125(S) EXCEPTION LISTING

EMPL. NUMBER -----	LAST ----	EMPLOYEE NAME FIRST -----	DED NO. ---	F I T EXEMPT -----	F I C A EXEMPT -----	F U I EXEMPT -----
00001	PORTER	JON	401	Y-T-D TARGET Y-T-D DEDUCT =====	.00 50.00 =====	.00 50.00 =====
				OVER LIMIT	50.00	50.00
00001	PORTER	JON	500	Y-T-D TARGET Y-T-D DEDUCT =====	.00 22.70 =====	.00 .00 =====
				OVER LIMIT	.00	.00
00001	PORTER	JON	500	Y-T-D TARGET Y-T-D DEDUCT =====	.00 25.00 =====	.00 .00 =====
				OVER LIMIT	.00	.00
00014	ABURDEE	SALOMON	402	YEAR-TO-DATE EARNINGS PREPAYS =====	133.10 58.10 .00 =====	.00 .00 .00 =====
					75.00	.00
00030	MONTERO	ABEL	500	Y-T-D TARGET Y-T-D DEDUCT =====	.00 150.00 =====	.00 .00 =====
				OVER LIMIT	.00	.00

SUI Audit Errors Exception Listing, Current/Prior SUI Audit Report (MCP294)

Access

Menu 104, Option 23

Purpose

Use the SUI Audit Errors Exception Listing (MCP294) to see which employees have errors in the earnings files. This report prints automatically when employees on the report have discrepancies in the earnings files.

Use the Current/Prior SUI Audit Report (MCP295) to pinpoint the earnings file where errors might exist. This report prints automatically whenever you print audit reports.

For more information about what to do with information on these reports, see “About Analyzing Audit Reports” in this chapter.

For more information about the selection screen, see “Audit Reports” in this chapter.

Print Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 23, Audit Report. The system displays the Earnings Audit Report screen.
- Step 2:** At the Earnings Audit Report screen, select the year and employee(s) you want on the report.
- Step 3:** **To submit the reports to print**, press F6.
- Step 4:** To return to the menu, press F3.

Contents

The information on these reports comes from the Labor Master file (AGLBMS) and the Labor Master - State file (ABLBMS).

SUI Audit Errors Exception Listing

Information prints on this report only if there are variances in amounts between the Labor Master files, the earnings files, and prepay files.

If you run the audit for one employee who has no audit errors, this report will not print.

This report sorts by employee number.

A sample report follows this description.

Column Headings

EMPLOYEE NUMBER - The employee number for each employee with audit

errors on the S.U.I. Audit Report displays.

LAST NAME - The employee's last name displays.

FIRST NAME - The employee's first name displays.

MI - The employee's middle initial displays.

S.S. NO. - The employee's social security number displays.

Current/Prior S.U.I. Audit Report

This report displays the State Unemployment Insurance amounts for in-state and reciprocal state amount toward and beyond limits.

A sample report follows this description.

Title

REPORT FOR/ EMPLOYEE - Depending upon the selection you made, the system prints "REPORT FOR ALL EMPLOYEES" or the employee code, name, and social security number as the subtitle.

Column Headings

STATE RECORDS - The source of the earnings displays.

LABOR MASTER - The system totals the amounts from all state records in the summary files.

EARNINGS - The system totals the amounts from the earnings detail and prepay files.

IN-STATE SUI TOWARD LIMIT - The amounts earned applied toward S.U.I. limits displays.

IN-STATE SUI BEYOND LIMIT - The amounts earned beyond S.U.I. limits displays.

RECIP. SUI TOWARD LIMIT - The amounts earned in reciprocal states applied toward S.U.I. limits displays.

This amount is displayed only for Labor Master files. The earnings files display N/A because reciprocity is not kept in the detail files.

RECIP. SUI BEYOND LIMIT - The amounts earned in reciprocal states beyond S.U.I. limits displays.

This amount is displayed only for Labor Master files. The earnings files display N/A because reciprocity is not kept in the detail files.

Total Lines

AUDIT ERROR - For In State S.U.I., the system subtracts the Labor Master amount from the detail earnings plus prepay earnings.

If the Labor Master amount is greater, the number is positive. If the earnings

and prepays amount is greater, the number is negative.

For Reciprocity S.U.I., the system displays N/A.

Message Lines

****** WARNING: AUDIT ERRORS FOUND ****** - If there are variances between the summary Labor Master amounts and the detail earnings plus prepay amounts, the report prints this message.

TrueLine Documentation-Construction S.U.I. AUDIT ERRORS EXCEPTION LISTING PAGE 1

EMPLOYEE NUMBER	LAST NAME	FIRST NAME	MI	S.S. NO.
00035	HARDING	SHAWN		574-89-3800

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CURRENT S.U.I. AUDIT REPORT

REPORT FOR ALL EMPLOYEES

1. STATE RECORDS	IN-STATE SUI TOWARD LIMIT	IN-STATE SUI BEYOND LIMIT	RECIP. SUI TOWARD LIMIT	RECIP. SUI BEYOND LIMIT
LABOR MASTER	47,220.57	22,635.82	21,985.84	9,413.50
EARNINGS	47,544.57	22,635.82	N/A	N/A
AUDIT ERROR	324.00-	.00	N/A	N/A

***** WARNING: AUDIT ERRORS FOUND *****

Direct Deposit 1st- Time Transmission

Access

Menu 109, Option 1

Reports

Direct Deposit Transmissions, TMC Bank Code Errors (MCP213)

Direct Deposit Transmissions Report (MCP205)

Description

Use this option to submit the payroll for employees set up for direct deposit. Direct Deposit can be transmitted to the bank for a pay period after you have run the check generation process. The Pay Period 1st- Time Transmission option will only allow you to submit the direct deposit transactions one time. If you need to submit the transactions again, use Pay Period Re-Transmission.

You can select a specific pay period and a method of transmission. The system uses information from the Direct Deposit Master File (BKDDEP) and the Direct Deposit Transaction File (BLDDTL).

The system sends payroll information as well as the necessary pre-notification for employees who are paid through direct deposit. We recommend that you verify with the financial institution that no problems have occurred with the electronic transmission.

For more information on setting up direct deposit, see “About Direct Deposit” in Chapter 3.

Process

- Step 1:** At the P/R Direct Deposit Transmission Menu (109), choose Option 1, Pay Period 1st- Time Transmission. The system displays the Direct Deposit Transmission, Period Selection screen.
- Step 2:** At the Direct Deposit Transmission, Pay Period Selection screen, choose the pay period for which you want to send payroll direct deposit information and press Select (“X”). The system displays the Direct Deposit Transmission, Method Selection screen.
- Step 3:** At the Direct Deposit Transmission, Method Selection screen, choose the method for submitting the direct deposit information.

To transmit the direct deposit information to the bank, press Enter.

To return to the previous screen, press F12.
- Step 4:** To return to the menu without transmitting, press F3.

Direct Deposit Transmission, Pay Period Selection Screen

The system displays this screen when you select Pay Period 1st- Time Transmission at the P/R Direct Deposit Transmission Menu.

Use this screen to select the pay period for transmission to the bank. This screen only allows you to select a pay period that has not yet been transmitted to the bank.

Pay Period Selection

Select a pay period for transmission

Select	Pay Period	Select	Pay Period	Select	Pay Period	Select	Pay Period
X	9/03/99	X	7/01/99	X	1/06/99	X	12/15/98
X	9/01/99	X	6/25/99	X	1/01/99	X	12/14/98
X	8/29/99	X	6/18/99	X	12/31/98	X	12/13/98
X	8/22/99	X	6/01/99	X	12/30/98	X	12/12/98
X	8/08/99	X	5/14/99	X	12/29/98	X	12/11/98
X	8/01/99	X	5/07/99	X	12/20/98	X	12/06/98
X	7/23/99	X	5/01/99	X	12/19/98	X	12/05/98
X	7/16/99	X	3/26/99	X	12/18/98	X	12/04/98
X	7/09/99	X	3/05/99	X	12/17/98	X	11/30/98
X	7/02/99	X	1/15/99	X	12/16/98	X	11/29/98

Enter=OK F3=Exit F12=Cancel

Field Descriptions

ACTION BUTTON - Optional. To select a pay period for direct deposit transmission, choose a record and press Select ("X").

(Available for Selection) - Display only. The system displays a "X" if the pay period is available for selection. If the pay period has already been transmitted, the "X" is lighter. Use "Direct Deposit Re-Transmission" instead.

PAY PERIOD - Display only. The pay periods that have been processed through Check Generation display.

Function Key Descriptions

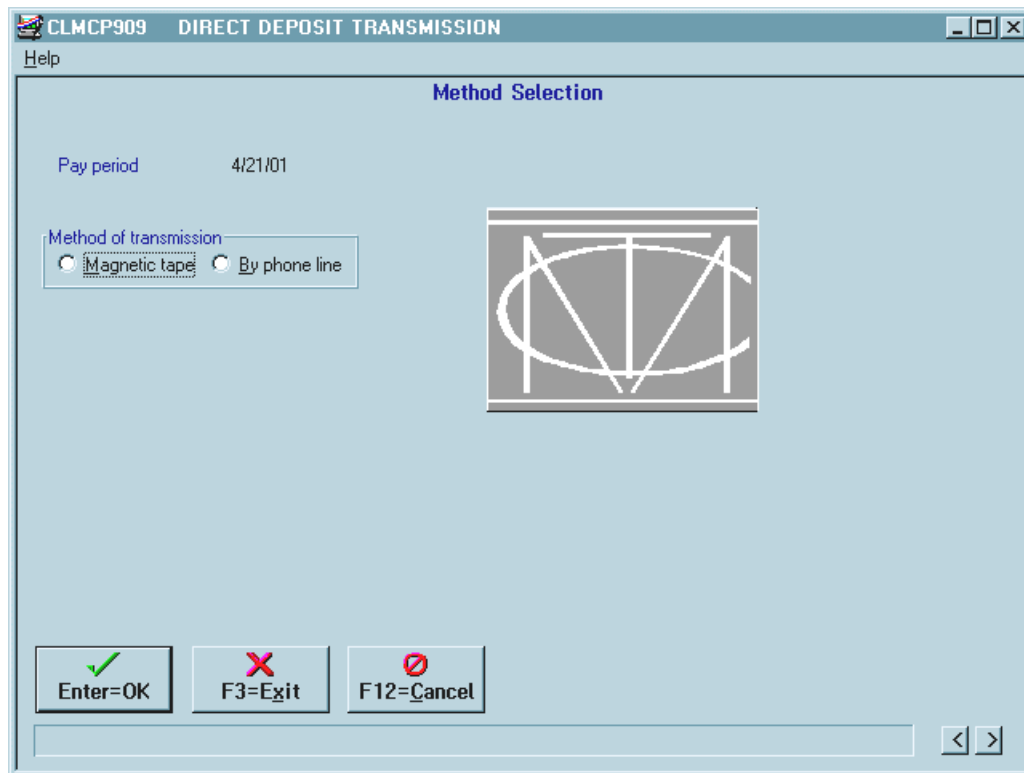
F3 Return to the menu.

F12 Return to the menu.

Direct Deposit Transmission, Method Selection Screen

The system displays this screen when you select a pay period and press Select at the Direct Deposit Transmission, Period Selection screen.

Use this screen to select a transmission method for submitting payroll information to the bank.



Field Descriptions

PAY PERIOD - Display only. The pay period you selected at the previous screen displays.

METHOD OF TRANSMISSION - Optional. To choose transmission by magnetic tape, select Magnetic Tape ("1"). To choose transmission by phone lines, select By Phone Line ("2").

These fields will be available for selection only if you have both the Remote Location and the Tape Device Name filled in P/R Definition Setup.

Function Key Descriptions

F3 Return to the menu without submitting the transmission.

F12 Return to the previous screen without submitting the transmission.

Enter Submit the direct deposit transmission.

Common Deposit Transmission Report (MCP273)

Access

Menu 109, Option 1 (Final Report)

Menu 109, Option 2 (Final Report)

Menu 109, Option 11 (Preliminary Report)

Purpose

The system automatically generates the Final Common Deposit Transmission Report (MCP273) when you submit direct deposit transactions for transmission.

You can also print the Preliminary Common Deposit Transmission Report (MCP273) before you submit the Pay Period 1st Time Transmission. For more information, see “Direct Deposit Transmission Inquiry” in this chapter.

Use this report to review the check date, company, deposit records, and amounts transmitted with the direct deposit transfer.

We recommend that you verify with the financial institution that no problems have occurred with the electronic transmission.

Print Procedure

Step 1: At the P/R Direct Deposit Transmission Menu (109), choose Option 1, Pay Period 1st- Time Transmission or Option 2, Pay Period Re-Transmission. The system displays the Direct Deposit Transmission, Period Selection or the Direct Deposit Re-Transmission, Pay Period Selection screen.

Step 2: At the Period Selection screen, choose the pay period for which you want to send payroll direct deposit information and press Select (“X”). The system displays the Direct Deposit Transmission, Method Selection or the Direct Deposit Re-Transmission, Method Selection screen.

Step 3: At the Method Selection screen, choose the method for submitting the direct deposit information and press Enter.

The system automatically generates the report when you press Enter.

To return to the previous screen, press F12.

Step 4: To return to the menu without transmitting, press F3.

Contents

The information on this report comes from the Payroll Application Definition Setup file (Z15EDS), the Direct Deposit Master File (BKDDEP), the Direct Deposit Transaction File (BLDDTL), and the Direct Deposit Transmission Control File (BMDXMT).

Column Headings

CHECK DATE - The check date for which the direct deposit is transferred displays.

COMPANY - The company library displays from P/R Definition Setup.

COMPANY NAME - The company name displays from P/R Definition Setup.

ENTRY COUNT - The number of transactions transferred for this pay period with direct deposit displays.

PRE-NOTE COUNT - The number of pre- notification records transferred with direct deposit for this pay period displays.

AMOUNT TOTAL - The total net pay transferred with direct deposit for this pay period displays.

Totals

TRANSMISSION TOTALS - The totals for entry count, pre-note count, and amount transferred display.

COMMON DEPOSIT TRANSMISSION REPORT

*** FINAL ***

Check Date	Company	Company Name	Entry Count	Pre-Note Count	Amount Total
9/03/02	TLDCIFLS	BUILDNET CORP.	18	2	95,356.49
* TRANSMISSION TOTALS:			18	2	95,356.49

Direct Deposit Transmissions, TMC Bank Code Errors (MCP213)

Access

Menu 109, Option 1

Menu 109, Option 2

Purpose

The system automatically generates the Direct Deposit Transmissions, TMC Bank Code Errors (MCP213) report when you submit a direct deposit and there are problems with the bank information used in the transmission.

Use this report to determine the information error. After making corrections, use Pay Period Re-Transmission to submit the direct deposit again. We recommend that you verify with the financial institution that no problems have occurred with the electronic transmission.

If there are no errors with bank information, the Direct Deposit Transmission Report (MCP205) will print.

Print Procedure

Step 1: At the P/R Direct Deposit Transmission Menu (109), choose Option 1, Pay Period 1st- Time Transmission or Option 2, Pay Period Re-Transmission. The system displays the Direct Deposit Transmission, Period Selection or the Direct Deposit Re-Transmission, Pay Period Selection screen.

Step 2: At the Period Selection screen, choose the pay period for which you want to send payroll direct deposit information and press Select (“X”). The system displays the Direct Deposit Transmission, Method Selection or the Direct Deposit Re-Transmission, Method Selection screen.

Step 3: At the Method Selection screen, choose the method for submitting the direct deposit information and press Enter.

To return to the previous screen, press F12.

Step 4: To return to the menu without transmitting, press F3.

Contents

The information on this report comes from the Direct Deposit Transmission Control File (BMTXMT), the Bank Master file (G7BKFL), the Direct Deposit Transaction File (BLDDTL), and the Federal and Base Earnings File (BAERGS, member 1 and 2).

A sample report follows this description.

Column Headings

BANK CODE - The bank code with the error displays.

(Message) - If an error is found in the bank information, one of the following possible messages display:

“Bank code not found in Bank Master file.”

“Bank account has no R/T number.”

“Bank account has no name.”

“Bank code has no pay date in the pay period.”

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DIRECT DEPOSIT TRANSACTIONS
TMC BANK CODE ERRORS

PAY PERIOD DATE 12/11/98

PAGE 1

BANK
CODE

WF BANK CODE HAS NO PAY DATE IN THE PAY PERIOD

Direct Deposit Transmission Report (MCP205)

Access

Menu 109, Option 1

Menu 109, Option 2

Purpose

The system automatically generates the Direct Deposit Transmission Report (MCP205) when you submit direct deposit transactions for transmission.

Use this report to review the banks, bank accounts, dates, and employees for which direct deposit records have been transmitted.

If this report does not print with transmission, the Direct Deposit Transmissions, TMC Bank Code Errors (MCP213) report will print. See the report description for errors that may occur with the bank information.

We recommend that you verify with the financial institution that no problems have occurred with the electronic transmission.

This report displays according to the sort order you specify in P/R Definition Setup.

Print Procedure

Step 1: At the P/R Direct Deposit Transmission Menu (109), choose Option 1, Pay Period 1st- Time Transmission or Option 2, Pay Period Re-Transmission. The system displays the Direct Deposit Transmission, Period Selection or the Direct Deposit Re-Transmission, Pay Period Selection screen.

Step 2: At the Period Selection screen, choose the pay period for which you want to send payroll direct deposit information and press Select ("X"). The system displays the Direct Deposit Transmission, Method Selection or the Direct Deposit Re-Transmission, Method Selection screen.

Step 3: At the Method Selection screen, choose the method for submitting the direct deposit information and press Enter.

To return to the previous screen, press F12.

Step 4: To return to the menu without transmitting, press F3.

Contents

The information in this report comes from the following files:

Direct Deposit Transmission Control File (BMDXMT)	Financial Posting Table (G2LDCH)
Earnings - Federal And Base (BAERGS Member 1 and 2)	Bank Master (G7BKFL)

Labor Master (AGLBMS)	Financial Entity Master (N1ENTM)
Direct Deposit Transaction File (BLDDTL)	

A sample report follows this description.

Row Headings

(Entity) - The entity name used for payroll displays.

EIN - The federal I.D. number displays from the Entity Master.

FILE - This is the system-generated file. The system creates one file per bank account.

PAYER BANK - The bank account code displays for the account on which the funds are drawn.

R/T NO - The transit code displays for the payer bank account from the Bank Master file. The report sorts first by transit code, beginning a new page with each new code.

NAME - The account description for the payer bank account displays from the Bank Master.

DATE - The transmission date displays in ACH format (YYMMDD).

TIME - The transmission time displays in ACH format (HHMM).

BATCH - This is the system-assigned batch number in ACH format.

PAY DATE - The date on which funds are available in the account displays. The system uses the check date. It displays in ACH format, as above.

Column Headings

EMPLOYEE - For each employee with direct deposit records for the bank account, the employee number and last name, first name and middle initial displays. If an employee splits deposits, a new line displays for each split.

BANK R/T NO - The transit code for the employee's bank account displays from the Labor Master.

BANK ACCOUNT NO - The bank account description for the employee's bank account displays from the Labor Master.

AMOUNT - The amount of each deposit displays. If the record is a pre-notification, this field displays zeros.

Total Lines

BATCH TOTAL - For each batch, based on payer bank account, the report prints the total amount for all employees.

FILE TOTAL - For each file, based on payer bank account, the report prints the total amount for all employees.

LONGFELLOW CONST EIN: 94-43568799 DIRECT DEPOSIT TRANSMISSION REPORT

FILE: DD0625A PAYER BANK: WF R/T NO.: 056298764 NAME: PAYROLL CHECKING DATE: 990423 TIME: 0936

EMPLOYEE	BANK R/T NO.	BANK ACCOUNT NO.	AMOUNT
----------	--------------	------------------	--------

BATCH: 0000001 PAY DATE: 990628

00001 PORTER, JON	321070007	9594056001	100.00
00001 PORTER, JON	124563011	281-9685241	50.00
00001 PORTER, JON	321070007	9594052384	146.44
00003 SHINTAZO, JAIME	125471415	959-453-1289	513.29
00013 LOSHINI, AMY	025484613	9154516522	.00

BATCH TOTAL 809.73

FILE TOTAL 809.73

Direct Deposit Re-Transmission

Access

Menu 109, Option 2

Reports

Direct Deposit Transmissions, TMC Bank Code Errors (MCP213)

Direct Deposit Transmissions Report (MCP205)

Description

Use this option to re-submit the payroll transactions to the bank for direct deposit, if for any reason the bank did not receive the original submission. Pay periods will only be available for selection from the Pay Period Re-Transmission option if you have already submitted them using Pay Period 1st- Time Transmission.

You can select a specific pay period and a method of transmission. The system uses information from the Direct Deposit Master File (BKDDEP) and the Direct Deposit Transaction File (BLDDTL).

The system sends payroll information as well as the necessary pre-notification for employees who are paid through direct deposit. We recommend that you verify with the financial institution that no problems have occurred with the electronic transmission.

For more information on setting up direct deposit, see “About Direct Deposit” in Chapter 3.

Process

Step 1: At the P/R Direct Deposit Transmission Menu (109), choose Option 2, Pay Period Re-Transmission. The system displays the Direct Deposit Re-Transmission, Pay Period Selection screen.

Step 2: At the Direct Deposit Re-Transmission, Pay Period Selection screen, choose the pay period for which you want to send payroll direct deposit information and press Select (“X”). The system displays the Direct Deposit Re-Transmission, Method Selection screen.

Step 3: At the Direct Deposit Re-Transmission, Method Selection screen, choose the method for submitting the direct deposit information.

To transmit the direct deposit information to the bank, press Enter.

To return to the previous screen, press F12.

Step 4: To return to the menu without transmitting, press F3.

Direct Deposit Re-Transmission, Pay Period Selection Screen

The system displays this screen when you select Pay Period Re-Transmission at the P/R Direct Deposit Transmission Menu.

Use this screen to select the pay period for transmission to the bank. This screen only allows you to select a pay period that has already been transmitted to the bank.

MCP909 DIRECT DEPOSIT RE-TRANSMISSION

Help

Pay Period Selection

Select a pay period for re-transmission

Select	Pay Period	Select	Pay Period	Select	Pay Period	Select	Pay Period
X	9/03/99	X	7/01/99	X	1/06/99	X	12/15/98
X	9/01/99	X	6/25/99	X	1/01/99	X	12/14/98
X	8/29/99	X	6/18/99	X	12/31/98	X	12/13/98
X	8/22/99	X	6/01/99	X	12/30/98	X	12/12/98
X	8/08/99	X	5/14/99	X	12/29/98	X	12/11/98
X	8/01/99	X	5/07/99	X	12/20/98	X	12/06/98
X	7/23/99	X	5/01/99	X	12/19/98	X	12/05/98
X	7/16/99	X	3/26/99	X	12/18/98	X	12/04/98
X	7/09/99	X	3/05/99	X	12/17/98	X	11/30/98
X	7/02/99	X	1/15/99	X	12/16/98	X	11/29/98

Enter=OK F3=Exit F12=Cancel

Field Descriptions

ACTION BUTTON - Optional. To select a pay period for direct deposit transmission, choose a record and press Select ("X").

(Available for Selection) - Display only. The system displays a "X" if the pay period is available for selection. If the pay period has already been transmitted, the "X" is lighter. Use "Direct Deposit 1st- Time Transmission" instead.

PAY PERIOD - Display only. The pay periods that have been processed through Check Generation display.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the menu.

Direct Deposit Re-Transmission, Method Selection Screen

The system displays this screen when you select a pay period and press Select at the Direct Deposit Re-Transmission, Pay Period Selection screen.

Use this screen to select a transmission method for submitting payroll information to the bank.

Field Descriptions

PAY PERIOD - Display only. The pay period you selected at the previous screen displays.

METHOD OF TRANSMISSION - Optional. To choose transmission by magnetic tape, select Magnetic Tape ("1"). To choose transmission by phone lines, select By Phone Line ("2").

These fields will be available for selection only if you have both the Remote Location and the Tape Device Name filled in P/R Definition Setup.

Function Key Descriptions

F3 Return to the menu without submitting the transmission.

F12 Return to the previous screen without submitting the transmission.

Enter Submit the direct deposit transmission.

Direct Deposit Transmission Inquiry

Access

Menu 109, Option 11

Description

Use this option to view the payroll libraries that are ready to transmit payroll direct deposit information.

Additionally, the system will allow you to remove a library from a direct deposit transmission using this option.

Warning: Once you remove a library from transmission, the system deletes the library from the Direct Deposit Transmission Control File. These checks cannot be reprinted using the Reprint Payroll Checks feature.

You can also print a preliminary Common Deposit Transmission Report (MCP273) from the Direct Deposit Transmission Inquiry screen. The system will print all information that will be submitted with the transmission. When you submit the report from this screen, the system places the report in your spooled files.

For more information, see “Common Deposit Transmission Report (MCP273)” in this chapter.

Procedure

- Step 1:** At the P/R Direct Deposit Transmission Menu (109), choose Option 11, Direct Deposit Transmission Inquiry. The system displays the Direct Deposit Transmission Inquiry, Environments Ready to Transmit screen.
- Step 2:** At the Direct Deposit Transmission Inquiry, Environments Ready to Transmit screen, type the payroll week ending date you want. The system displays the libraries available for transmission.

To print the preliminary Common Deposit Transmission Report (MCP273), press F6. The system places the report in your spooled files.

To return to the previous screen, press F12.

- Step 3:** To return to the main menu, press F3.

Direct Deposit Transmission Inquiry, Environments Ready to Transmit Screen

The system displays this screen when you select Direct Deposit Transmission Inquiry at the P/R Direct Deposit Transmission Menu.

Use this screen to view the payroll libraries available for transmission within a specific pay period or to print the preliminary Common Deposit Transmission Report.

Environment	Number of Records	Process Date	Process Time
TLDC1FLS	85	9/4/99	15:50:02
TLDC2FLS	36	9/3/99	9:25:43

Field Descriptions

PAYROLL WEEK ENDING - Required. Maximum 6 digits. Type the payroll week ending date for which you want transmission information.

After you press Enter with a valid payroll week ending date, the following fields appear.

ACTION BUTTON - Optional. To remove a library from the direct deposit transmission, select the library and press Remove ("RMV").

Warning: Once you remove a library from transmission, the system deletes the library from the Direct Deposit Transmission Control File. These checks cannot be reprinted using the Reprint Payroll Checks feature.

ENVIRONMENT - Display only. For each payroll library ready for transmission, the library name displays.

NUMBER OF RECORDS - Display only. The number of information lines

within each payroll library displays. The records counted include all direct deposit transactions as well as header and batch information.

PROCESS DATE - Display only. The system date on which the records were created displays.

PROCESS TIME - Display only. The system time when the records were created displays.

Function Key Descriptions

F3 Return to the menu.

F6 Submit the report to print.

F12 Clear the period specific information to type a new payroll week ending date.

Monthly Payroll Close

Access

Menu 160, Option 1

Reports

Cumulative Monthly P/R Check Register (MCP487)

Monthly Federal Payroll Tax Report (MCP406)

Monthly State Payroll Tax Report (MCP407)

County Payroll Tax Report (MCP409)

City Payroll Tax Report (MCP408)

Monthly W/C Insurance Report By Job (MCP401)

Workmans Compensation Report -- Monthly (MCP620)

Monthly Liability Insurance Report By State (MCP402)

Monthly W/C Insurance Report By State (MCP402)

Monthly Union Report (MCP412)

Monthly Union Report - Miscellaneous Fringes (MCP412)

Deductions Taken For the Month (MCP404)

Entitlement Transaction Report (MCP313)

The following reports are only printed when the month-end is also the quarter end:

Quarterly Federal Payroll Tax Report (MCP406)

Quarterly State Payroll Tax Report (MCP407)

Continuation 941 Report (MCP632)

Quarterly Report of Wages by State (MCP633)

Quarterly Earnings By Pay Period (MCP610)

The following report is only printed when the month-end is also the year end:

Yearly Federal Payroll Tax Report (MCP406)

Description

Use this option to close the current payroll month and quarter. The system determines quarters based on the calendar year. When you close March, June, September, and December, the system automatically generates quarterly reports. Closing December also generates a yearly report.

Before closing the current P/R month, you must do the following:

- ♦ Complete the pay cycles for all pay period dates in the Date Schedule file with the

same cash month

- ♦ Verify that Payroll Completion from the last payroll period completed normally

The Monthly Payroll Close also sets scheduling locks so that you are not allowed to perform specific tasks until you complete others. For information about which locks are set and how to remove them, see the Chapter 4 overview in this chapter.

Descriptions of the reports generated during the month end close process follow this task.

Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

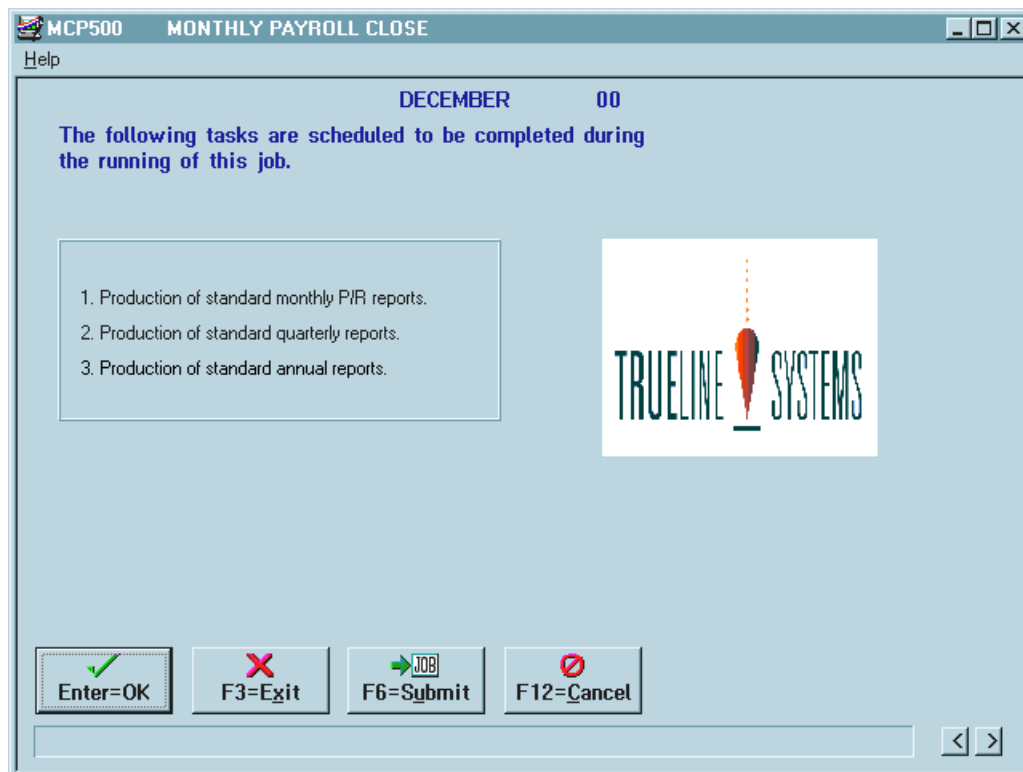
To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Monthly Payroll Close Screen

The system displays this screen when you select Monthly Payroll Close at the P/R Periodic Processing Menu.

Use the screen below to process your payroll month-end close. Depending upon the month you are closing, the following messages may display.



Field Descriptions

(Month Year) - Display only. The system displays the month and year available for closing.

Function Key Description

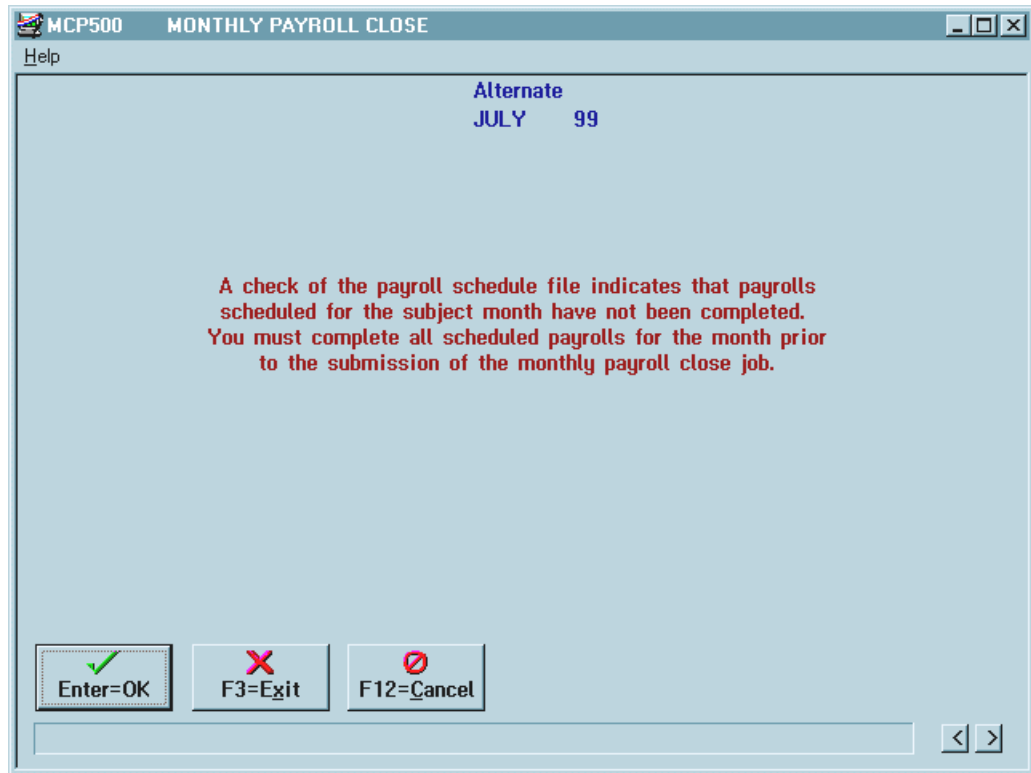
F3 Return to the menu without closing the month.

F6 Submit the Payroll Monthly Close process.

Monthly Payroll Close, Alternate Screen

The system displays this screen when you select Monthly Payroll Close at the P/R Periodic Processing Menu but the Payroll Date Schedule indicates that one or more scheduled payrolls for the month or quarter have not yet been completed.

This screen is information only.



Field Descriptions

(Month Year) - Display only. The system displays the current month and year available for closing.

Function Key Description

F3 Return to the menu.

Cumulative Monthly Payroll Check Register (MCP487)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Cumulative Monthly Payroll Check Register (MCP487) when you submit the Payroll Month Close process.

Use this report as a hard copy of the checks and amounts drawn from each bank account for the entire payroll month.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the Labor Master file (AGLBMS), the Pay Period Date Schedule file (J5DATE), the Bank Master file (G7BKFL), and the Payroll Check file (A9PRCK).

For column and row heading descriptions, see “P/R Pay Period Check Register (MCP487).”

A sample report follows this description.

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CUMULATIVE MONTHLY P/R CHECK REGISTER
BANK WF WELLS FARGO

DATE 3/31/99 PAGE 1

EMPNO	EMPLOYEE NAME	S.S. NO.	CHECK NO.	CHECK DATE	NET
-----	-----	-----	-----	-----	---
00003	SHINTAZO JAIME	659-34-2110	2060	3/05/99	253.88
00013	LOSHINI AMY	543-35-2987	2061	3/05/99	372.11
00032	PEITRA LOREN	459-32-8760	2062	3/05/99	220.30
00011	XI CHAN	562-45-5122	2065	3/12/99	94.09
00013	LOSHINI AMY	543-35-2987	2066	3/12/99	776.55
00003	SHINTAZO JAIME	659-34-2110	2075	3/26/99	111.28
00006	RODRIGUES MARCUS	571-43-9844	2076	3/26/99	111.97
00011	XI CHAN	562-45-5122	2077	3/26/99	117.17
00013	LOSHINI AMY	543-35-2987	2078	3/26/99	85.09
00030	MONTERO ABEL	751-98-4571	2079	3/26/99	563.93

			TOTAL	AMOUNT	2,706.37
			TOTAL	CHECKS	10

Monthly Federal Payroll Tax Report (MCP406)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Monthly Federal Payroll Tax Report (MCP406) when you process payroll month-end close.

Use this report as a record of the federal tax amounts calculated for the month. The monthly report contains month-to-date and year-to-date information and sorts by employee number.

For information about the quarterly report generated at quarter end, see “Quarterly Federal Payroll Tax Report (MCP406)” in this chapter.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the Labor Master file (AGLBMS), the Employee Time Transactions file (B5TIME), the Earnings--Federal and Base file (BAERGS), the Deductions Master file (B0DEDC), the Filing Type Records file (B9TXDA), the Prepays--Federal and Base file (CAPPAY), the 401K Deduction Master file (C0DEDC), the Prepays--Deductions file (CDPPAY), and the Prepays--401K Deductions file (CJPPAY).

The report sorts by employee number.

A sample report follows this description.

Column Headings - Some of the lines on this report are staggered to allow for 9 digit printing.

WAGE LIMITS - The following wage limits are printed above the FICA and FUI columns:

OASDI - The maximum annual wages on which the OASDI portion of F.I.C.A. can be calculated displays.

HI - The maximum annual wages on which the HI portion of F.I.C.A. can be

calculated displays.

(FUI) - The maximum annual wages on which federal unemployment insurance can be calculated displays.

EMPLOYEE - The employee number, last name, first name, and middle initial display.

MTD HOURS - The hours the employee worked during the month display.

MTD GROSS PAY - The total gross pay, including vacation in and lump sums displays.

MTD SICK PAY - The total sick pay for the month displays.

MTD WAGES TAXABLE FOR F.I.T. - The total wages subject to federal income tax displays. The system calculates taxable wages as the gross wages minus non-taxable lump sums and before-tax deductions.

MTD F.I.T. WITHHELD - The total amount of federal income tax withheld for the month displays.

MTD F.I.C.A. WITHHELD - The system displays two lines: the first is the total amount withheld for the OASDI portion of FICA for the month and the second is the total withheld for the HI portion of FICA.

MTD WAGES TAXABLE FOR F.I.C.A. - The total wages subject to both the OASDI and HI portion of FICA display. The system calculates this amount based on the OASDI and HI wage limits printed above this column.

MTD WAGES TAXABLE FOR F.U.I. - The total wages subject to federal unemployment insurance displays. The system calculates this amount based on the FUI wage limits printed above this column.

YTD GROSS PAY - The employee's gross pay for the year-to-date displays.

YTD SICK PAY - The employee's sick pay for the year-to-date displays.

YTD TAXABLE FOR F.I.T. - The total amount subject to federal income tax for the year-to-date displays.

YTD F.I.T. WITHHELD - The total amount withheld for federal income tax for the year-to-date displays.

OASDI HI YTD F.I.C.A. WITHHELD - The first line prints the total OASDI amount withheld for the year-to-date. The second line prints the total HI amount withheld for the year-to-date.

YTD NTAX GRS - The total non-taxable gross amount for the year-to-date displays.

Total Lines

COMPANY TOTALS - The report prints column totals, staggered on five lines to allow for 9 digit printing.

Row Headings

CALCULATED AGGREGATE LIABILITY TOTAL - The last page of the

report displays the following liability information:

FICA(OASDI) AT XXXXX % XXXX - The percent at which the OASDI portion of F.I.C.A. is calculated displays, as well as the total amount calculated at that percent.

FICA(HI) AT XXXXX % XXXX - The percent at which the HI portion of F.I.C.A. is calculated displays, as well as the total amount calculated at that percent.

F.U.I. AT XXXXX % XXXX - The percent at which the federal unemployment insurance is calculated displays, and the total amount calculated at that percent.

GROSS PAY SUMMARY - The report displays the following information:

REGULAR PAY - The total amount of regular pay, straight time and overtime, for the month displays.

SICK PAY - The total amount of sick pay for the month displays.

TAXABLE PAY CODE (XXX) - For each pay code used to pay a lump sum in the month, the system prints the pay code and the total amount.

UNION XXXX VACATION PA - For each union to which an employee with earnings in the month belongs, the system prints the union code and total vacation-in amount.

Total Lines

TOTAL GROSS PAY - The system totals the Regular Pay, Sick Pay, Taxable Pay Code amounts, and Union Vacation-In amounts for the month.

Message Lines

PENNY DIFFERENCES MAY BE EXPECTED TO LEAD TO DISCREPANCIES BETWEEN F.I.C.A WITHHOLDING AND CALCULATED AGGREGATE TOTALS. SIGNIFICANT DISCREPANCIES SHOULD BE INVESTIGATED - The Calculated Aggregate amounts should be within pennies of the Company Totals for OASDI and HI. They may be a few cents off because the Company Totals are calculated separately for each employee and then totaled, while the Aggregate is calculated on the total taxable wages for all employees.

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MONTHLY FEDERAL PAYROLL TAX REPORT

EMPLOYEE	MTD HOURS	MTD GROSS PAY	MTD SICK PAY	MTD WAGES		OASDI		WAGE LIMITS		YTD		OASDI	
				TAXABLE FOR F.I.T.	MTD WITHHELD	MTD F.I.C.A.	MTD WITHHELD	TAXABLE FOR F.I.C.A.	MTD WAGES F.U.I.	TAXABLE FOR F.I.T.	YTD F.I.T.	TAXABLE FOR F.I.T.	YTD WITHHELD
00001 PORTER JON	.00	.00	.00	.00	.00	.00	.00	.00	7,000.00	2,125.00	134.56	.00	.00
00003 SHINTAZO JAIME	24.00	466.00	.00	466.00	.00	28.90	28.90	466.00	.00	445.22	31.48	28.90	.00
00006 RODRIGUES I	.00	227.04	.00	215.69	13.37	215.69	13.37	466.00	215.69	5.73	6.76	.00	.00
00011 XI CHAN	16.00	388.16	.00	388.16	3.13	215.69	3.13	215.69	215.69	16.92	13.37	3.13	.00
00012 RONSTON JACK	.00	.00	.00	.00	.00	388.16	5.63	388.16	388.16	42.94	24.06	5.63	.00
00013 LOSHINI AMY	106.00	4,208.28	.00	4,208.28	260.91	4,208.28	260.91	.00	.00	4,532.00	281.00	65.73	.00
00030 MONTERO ABEL	42.00	1,296.52	.00	1,221.52	80.38	4,208.28	61.02	4,208.28	4,208.28	908.01	61.02	260.91	.00
00032 PEITRA LOREN	16.00	260.00	.00	260.00	16.12	1,296.52	18.80	1,296.52	1,296.52	206.54	80.38	18.80	.00
00040 LE KIMBERLY	.00	.00	.00	.00	.00	260.00	3.77	260.00	260.00	.00	3.77	16.12	.00
COMPANY TOTALS	204.00	6,846.00	.00	6,759.65	1,180.14	6,834.65	423.74	6,834.65	6,834.65	22,399.60	1,381.86	3,833.48	.00
										22167.85			

CALCULATED AGGREGATE LIABILITY TOTAL

FICA(OASDI) AT	6.2000 %	423.75
FICA(HI) AT	1.4500 %	99.10
F.U.I. AT	.0000 %	.00

PENNY DIFFERENCES MAY BE EXPECTED TO LEAD TO DISCREPANCIES BETWEEN F.I.C.A. WITHHOLDING AND CALCULATED AGGREGATE TOTALS. SIGNIFICANT DISCREPANCIES SHOULD BE INVESTIGATED.

GROSS PAY SUMMARY

REGULAR PAY	5,070.56
SICK PAY	.00
TAXABLE PAY CODE (300)	1,200.00
UNION 6 VACATION PA	169.00
UNION 8 VACATION PA	48.16
UNION 100 VACATION PA	358.28

TOTAL GROSS PAY 6,846.00

Quarterly Federal Payroll Tax Report (MCP406)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Quarterly Federal Payroll Tax Report (MCP406) if the month end is also a quarter end and you process payroll month-end close.

Use this report as a record of the federal tax amounts calculated for the quarter. The report contains quarter-to-date and year-to-date information and sorts by employee number.

For information about the monthly report generated at month end, see “Monthly Federal Payroll Tax Report (MCP406)” in this chapter.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Employee Time Transactions file (B5TIME), the Earnings--Federal and Base file (BAERGS), the Deductions Master file (B0DEDC), the Filing Type Records file (B9TXDA), the Prepays--Federal and Base file (CAPPAY), the 401K Deduction Master file (C0DEDC), the Prepays--Deductions file (CDPPAY), and the Prepays--401K Deductions file (CJPPAY).

A sample report follows this description.

Column Headings - Some of the lines on this report are staggered to allow for 9 digit printing.

WAGE LIMITS - The following wage limits are printed above the FICA and FUI columns:

OASDI - The maximum annual wages on which the OASDI portion of F.I.C.A. can be calculated displays.

HI - The maximum annual wages on which the HI portion of F.I.C.A. can be

calculated displays.

(FUI) - The maximum annual wages on which federal unemployment insurance can be calculated displays.

EMPLOYEE - The employee number, last name, first name, and middle initial display.

QTD HOURS - The hours the employee worked during the quarter display.

QTD GROSS PAY - The total gross pay, including vacation in and lump sums displays.

QTD SICK PAY - The total sick pay for the quarter displays.

QTD WAGES TAXABLE FOR F.I.T. - The total wages subject to federal income tax displays. The system calculates taxable wages as the gross wages minus non-taxable lump sums and before-tax deductions.

QTD F.I.T. WITHHELD - The total amount of federal income tax withheld for the quarter displays.

QTD F.I.C.A. WITHHELD - The system displays two lines: the first is the total amount withheld for the OASDI portion of FICA for the quarter and the second is the total withheld for the HI portion of FICA.

QTD WAGES TAXABLE FOR F.I.C.A. - The total wages subject to both the OASDI and HI portion of FICA display. The system calculates this amount based on the OASDI and HI wage limits printed above this column.

QTD WAGES TAXABLE FOR F.U.I. - The total wages subject to federal unemployment insurance displays. The system calculates this amount based on the FUI wage limits printed above this column.

YTD GROSS PAY - The employee's gross pay for the year-to-date displays.

YTD SICK PAY - The employee's sick pay for the year-to-date displays.

YTD TAXABLE FOR F.I.T. - The total amount subject to federal income tax for the year-to-date displays.

YTD F.I.T. WITHHELD - The total amount withheld for federal income tax for the year-to-date displays.

OASDI HI YTD F.I.C.A. WITHHELD - The first line prints the total OASDI amount withheld for the year-to-date. The second line prints the total HI amount withheld for the year-to-date.

YTD NTAX GRS - The total non-taxable gross amount for the year-to-date displays.

Total Lines

COMPANY TOTALS - The report prints column totals, staggered on five lines to allow for 9 digit printing.

Row Headings

CALCULATED AGGREGATE LIABILITY TOTAL - The last page of the

report displays the following liability information:

FICA(OASDI) AT XXXXX % XXXX - The percent at which the OASDI portion of F.I.C.A. is calculated displays, as well as the total amount calculated at that percent.

FICA(HI) AT XXXXX % XXXX - The percent at which the HI portion of F.I.C.A. is calculated displays, as well as the total amount calculated at that percent.

F.U.I. AT XXXXX % XXXX - The percent at which the federal unemployment insurance is calculated displays, and the total amount calculated at that percent.

Message Lines

PENNY DIFFERENCES MAY BE EXPECTED TO LEAD TO DISCREPANCIES BETWEEN F.I.C.A WITHHOLDING AND CALCULATED AGGREGATE TOTALS. SIGNIFICANT DISCREPANCIES SHOULD BE INVESTIGATED - The Calculated Aggregate amounts should be within pennies of the Company Totals for OASDI and HI. They may be a few cents off because the Company Totals are calculated separately for each employee and then totaled, while the Aggregate is calculated on the total taxable wages for all employees.

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QUARTERLY FEDERAL PAYROLL TAX REPORT

EMPLOYEE	QTD HOURS	QTD GROSS PAY	QTD SICK PAY	QTD WAGES		QTD WAGES		WAGE LIMITS		QTD WAGES		YTD TAXABLE		YTD TAXABLE		DATE		3/31/99		FED TAX	
				TAXABLE F.I.T.	QTD WITHHELD	TAXABLE F.I.T.	QTD WITHHELD	68,400.00	9,999,999.99	TAXABLE FOR F.I.C.A.	QTD WAGES F.U.I.	YTD GROSS PAY	YTD SICK PAY	YTD FOR F.I.T.	YTD WITHHELD	DATE	3/31/99	PAGE	1		
00001 PORTER JON	80.00	2,270.40	.00	2,125.00	445.22	2,170.40	134.56	2,170.40	2,170.40	2,170.40	2,170.40	2,270.40	.00	2,125.00	134.56						
00003 SHINTAZO JAIME	24.00	466.00	.00	466.00	5.73	466.00	6.76	466.00	466.00	466.00	466.00	466.00	.00	466.00	28.90						
00005 TRACY RICHARD	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00						
00006 RODRIGUES MARCUS	.00	227.04	.00	215.69	16.92	215.69	13.37	215.69	215.69	215.69	215.69	227.04	.00	215.69	13.37						
00011 XI CHAN	16.00	388.16	.00	388.16	42.94	388.16	5.63	388.16	388.16	388.16	388.16	388.16	.00	388.16	24.06						
00012 RONSTON JACK	160.00	4,532.00	.00	4,532.00	668.88	4,532.00	281.00	4,532.00	4,532.00	4,532.00	4,532.00	4,532.00	.00	4,532.00	281.00						
00013 LOSHINI AMY	106.00	4,208.28	.00	4,208.28	908.01	4,208.28	260.91	4,208.28	4,208.28	4,208.28	4,208.28	4,208.28	.00	4,208.28	260.91						
00030 MONTERO ABEL	42.00	1,296.52	.00	1,221.52	206.54	1,296.52	18.80	1,296.52	1,296.52	1,296.52	1,296.52	1,296.52	.00	1,221.52	80.38						
00031 THOMAS SUSAN	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00						
00032 PEITRA LOREN	16.00	260.00	.00	260.00	.00	260.00	3.77	260.00	260.00	260.00	260.00	260.00	.00	260.00	16.12						
00035 HARDING SHAWN	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00	.00						
00040 LE KIMBERLY	240.00	8,751.20	.00	8,751.20	1,539.24	8,751.20	542.56	8,751.20	8,751.20	8,751.20	8,751.20	8,751.20	.00	8,751.20	542.56						
COMPANY TOTALS	684.00	22,399.60	.00	22,167.85	3,833.48	22,288.25	323.21	22,288.25	22,288.25	22,288.25	20,537.05	22,399.60	.00	22,167.85	323.21						
CALCULATED AGGREGATE LIABILITY TOTAL																					
FICA(OASDI) AT							6.2000 %	1,381.87													
FICA(HI) AT							1.4500 %	323.18													
F.U.I. AT							.0000 %	.00													

PENNY DIFFERENCES MAY BE EXPECTED TO LEAD TO DISCREPANCIES BETWEEN F.I.C.A. WITHHOLDING AND CALCULATED AGGREGATE TOTALS. SIGNIFICANT DISCREPANCIES SHOULD BE INVESTIGATED.

Yearly Federal Payroll Tax Report (MCP406)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Yearly Federal Payroll Tax Report (MCP406) when you process payroll month-end close for December.

Use this report to fill out the Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return.

This report contains year-to-date information and sorts by employee number.

For information about the monthly or quarterly reports generated, see the tasks earlier in this chapter.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the year, including any prepays that may need to be posted into December, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the Labor Master file (AGLBMS), the Employee Time Transactions file (B5TIME), the Earnings--Federal and Base file (BAERGS), the Deductions Master file (B0DEDC), the Tax Table Master file (B9TXDA), the Prepays--Federal and Base file (CAPPAY), the 401K Deduction Master file (C0DEDC), the Prepays--Deductions file (CDPPAY), and the Prepays--401K Deductions file (CJPPAY).

The report sorts by employee number.

A sample report follows this description.

Column Headings - Some of the lines on this report are staggered to allow for 9 digit printing.

WAGE LIMITS - The following wage limits are printed above the FICA and FUI columns:

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HI - The maximum annual wages on which the HI portion of F.I.C.A. can be calculated displays.

(FUI) - The maximum annual wages on which federal unemployment insurance can be calculated displays.

EMPLOYEE - The employee number, last name, first name, and middle initial display.

YTD HOURS - The hours the employee worked during the year display.

YTD GROSS PAY - The total gross pay, including vacation in and lump sums displays.

YTD SICK PAY - The total sick pay for the year displays.

YTD WAGES TAXABLE FOR F.I.T. - The total wages subject to federal income tax displays. The system calculates taxable wages as the gross wages minus non-taxable lump sums and before-tax deductions.

YTD F.I.T. WITHHELD - The total amount of federal income tax withheld for the year displays.

YTD F.I.C.A. WITHHELD - The system displays two lines: the first is the total amount withheld for the OASDI portion of FICA for the year and the second is the total withheld for the HI portion of FICA.

YTD WAGES TAXABLE FOR F.I.C.A. - The total wages subject to both the OASDI and HI portion of FICA display. The system calculates this amount based on the OASDI and HI wage limits printed above this column.

YTD WAGES TAXABLE FOR F.U.I. - The total wages subject to federal unemployment insurance displays. The system calculates this amount based on the FUI wage limits printed above this column.

YTD GROSS PAY - The employee's gross pay for the year-to-date displays.

YTD SICK PAY - The employee's sick pay for the year-to-date displays.

YTD TAXABLE FOR F.I.T. - The total amount subject to federal income tax for the year-to-date displays.

YTD F.I.T. WITHHELD - The total amount withheld for federal income tax for the year-to-date displays.

OASDI HI YTD F.I.C.A. WITHHELD - The first line prints the total OASDI amount withheld for the year-to-date. The second line prints the total HI amount withheld for the year-to-date.

YTD NTAX GRS - The total non-taxable gross amount for the year-to-date displays.

Total Lines

COMPANY TOTALS - The report prints column totals, staggered on five lines to allow for 9 digit printing.

Row Headings

CALCULATED AGGREGATE LIABILITY TOTAL - The last page of the report displays the following liability information:

FICA(OASDI) AT XXXXX % XXXX - The percent at which the OASDI portion of F.I.C.A. is calculated displays, as well as the total amount calculated at that percent.

FICA(HI) AT XXXXX % XXXX - The percent at which the HI portion of F.I.C.A. is calculated displays, as well as the total amount calculated at that percent.

F.U.I. AT XXXXX % XXXX - The percent at which the federal unemployment insurance is calculated displays, and the total amount calculated at that percent.

Totals

TOTAL GROSS WAGES - The total paid in gross wages for the year displays.

TOTAL FUI TAXABLE WAGES - The total wages eligible for FUI tax displays. The system calculates the eligible wages for each employee based on the limit in the Tax Table Master file and displays the total.

TOTAL FUI EXEMPT WAGES - The total wages paid that exceeded the FUI limit and are therefore exempt from FUI tax.

Message Lines

PENNY DIFFERENCES MAY BE EXPECTED TO LEAD TO DISCREPANCIES BETWEEN F.I.C.A WITHHOLDING AND CALCULATED AGGREGATE TOTALS. SIGNIFICANT DISCREPANCIES SHOULD BE INVESTIGATED - The Calculated Aggregate amounts should be within pennies of the Company Totals for OASDI and HI. They may be a few cents off because the Company Totals are calculated separately for each employee and then totaled, while the Aggregate is calculated on the total taxable wages for all employees.

YEARLY FEDERAL PAYROLL TAX REPORT

EMPLOYEE	YTD HOURS	YTD WAGES				WAGE LIMITS				OASDI				FICA				YTD				DATE				FED TAX			
		YTD GROSS PAY	YTD SICK PAY	YTD FOR F.I.T.	YTD TAXABLE	YTD GROSS PAY	YTD SICK PAY	YTD FOR F.I.T.	YTD TAXABLE	YTD GROSS PAY	YTD SICK PAY	YTD FOR F.I.T.	YTD TAXABLE	YTD GROSS PAY	YTD SICK PAY	YTD FOR F.I.T.	YTD TAXABLE	YTD GROSS PAY	YTD SICK PAY	YTD FOR F.I.T.	YTD TAXABLE	12/31/99	DATE	12/31/99	DATE	12/31/99	DATE	12/31/99	DATE
MI101 APPLE MORRIS	480.00	7,200.00	.00	7,200.00	7,200.00	7,200.00	.00	7,200.00	7,200.00	7,200.00	.00	7,200.00	7,200.00	7,200.00	.00	7,200.00	7,200.00	7,200.00	.00	7,200.00	7,200.00	446.40	7,200.00	446.40	7,200.00	446.40	7,200.00	446.40	7,200.00
MI102 BAKER WILLIAM	480.00	7,200.00	.00	7,200.00	7,200.00	7,200.00	.00	7,200.00	7,200.00	7,200.00	.00	7,200.00	7,200.00	7,200.00	.00	7,200.00	7,200.00	7,200.00	.00	7,200.00	7,200.00	446.40	7,200.00	446.40	7,200.00	446.40	7,200.00	446.40	7,200.00
MI103 CASTILLO ROGER	480.00	23,400.00	.00	23,400.00	23,400.00	23,400.00	.00	23,400.00	23,400.00	23,400.00	.00	23,400.00	23,400.00	23,400.00	.00	23,400.00	23,400.00	23,400.00	.00	23,400.00	23,400.00	1,450.80	23,400.00	1,450.80	23,400.00	1,450.80	23,400.00	1,450.80	23,400.00
MI104 DAVIS FREDRICK	480.00	24,000.00	.00	24,000.00	24,000.00	24,000.00	.00	24,000.00	24,000.00	24,000.00	.00	24,000.00	24,000.00	24,000.00	.00	24,000.00	24,000.00	24,000.00	.00	24,000.00	24,000.00	1,491.80	24,000.00	1,491.80	24,000.00	1,491.80	24,000.00	1,491.80	24,000.00
MI105 EVEREST SUSAN	480.00	29,400.00	.00	29,400.00	29,400.00	29,400.00	.00	29,400.00	29,400.00	29,400.00	.00	29,400.00	29,400.00	29,400.00	.00	29,400.00	29,400.00	29,400.00	.00	29,400.00	29,400.00	1,817.38	29,400.00	1,817.38	29,400.00	1,817.38	29,400.00	1,817.38	29,400.00
MI106 LANCASTER RICHARD	480.00	49,800.00	.00	49,800.00	49,800.00	49,800.00	.00	49,800.00	49,800.00	49,800.00	.00	49,800.00	49,800.00	49,800.00	.00	49,800.00	49,800.00	49,800.00	.00	49,800.00	49,800.00	3,083.88	49,800.00	3,083.88	49,800.00	3,083.88	49,800.00	3,083.88	49,800.00
MI107 HARVARD LOUIS	480.00	26,429.20	.00	26,429.20	26,429.20	26,429.20	.00	26,429.20	26,429.20	26,429.20	.00	26,429.20	26,429.20	26,429.20	.00	26,429.20	26,429.20	26,429.20	.00	26,429.20	26,429.20	1,638.61	26,429.20	1,638.61	26,429.20	1,638.61	26,429.20	1,638.61	26,429.20
MI108 HYLTON BRANDON	480.00	27,614.00	.00	27,614.00	27,614.00	27,614.00	.00	27,614.00	27,614.00	27,614.00	.00	27,614.00	27,614.00	27,614.00	.00	27,614.00	27,614.00	27,614.00	.00	27,614.00	27,614.00	1,712.07	27,614.00	1,712.07	27,614.00	1,712.07	27,614.00	1,712.07	27,614.00
MO101 ALEXANDER ABBOTT	480.00	31,800.00	.00	31,800.00	31,800.00	31,800.00	.00	31,800.00	31,800.00	31,800.00	.00	31,800.00	31,800.00	31,800.00	.00	31,800.00	31,800.00	31,800.00	.00	31,800.00	31,800.00	1,971.60	31,800.00	1,971.60	31,800.00	1,971.60	31,800.00	1,971.60	31,800.00
MO102 BRENDEN CHARLIE	500.00	67,425.00	.00	67,425.00	67,425.00	67,425.00	.00	67,425.00	67,425.00	67,425.00	.00	67,425.00	67,425.00	67,425.00	.00	67,425.00	67,425.00	67,425.00	.00	67,425.00	67,425.00	4,180.35	67,425.00	4,180.35	67,425.00	4,180.35	67,425.00	4,180.35	67,425.00
MO103 CAMERON CASEY	480.00	37,834.00	.00	37,834.00	37,834.00	37,834.00	.00	37,834.00	37,834.00	37,834.00	.00	37,834.00	37,834.00	37,834.00	.00	37,834.00	37,834.00	37,834.00	.00	37,834.00	37,834.00	2,345.71	37,834.00	2,345.71	37,834.00	2,345.71	37,834.00	2,345.71	37,834.00
MO104 DELBERT DOUGLAS		41,416.80		41,416.80	41,416.80	41,416.80		41,416.80	41,416.80	41,416.80		41,416.80	41,416.80	41,416.80		41,416.80	41,416.80	41,416.80		41,416.80	41,416.80	2,567.84	41,416.80	2,567.84	41,416.80	2,567.84	41,416.80	2,567.84	41,416.80

COMPANY TOTALS	43,607.00	6,080,903.25	.00	2,106,103.24	246,539.81	779,797.90	3,978,985.90	6,079,909.90	6,077,022.90	83,367.00	246,539.81	2,106,103.24	246,539.81	2,106,103.24	83,367.00	246,539.81	2,106,103.24	6,080,903.25	.00	2,106,103.24	83,367.00	6077022.90								
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CALCULATED AGGREGATE LIABILITY TOTAL				FICA(OASDI) AT	6.2000 %	246,697.13
				FICA(HI) AT	1.4500 %	88,158.69
				F.U.I. AT	1.0000 %	7,797.98
				TOTAL GROSS WAGES		6,080,903.25
				TOTAL FUI TAXABLE WAGES		779,797.90
				TOTAL FUI EXEMPT WAGES		5,301,105.35

PENNY DIFFERENCES MAY BE EXPECTED TO LEAD TO DISCREPANCIES BETWEEN F.I.C.A. WITHHOLDING AND CALCULATED AGGREGATE TOTALS. SIGNIFICANT DISCREPANCIES SHOULD BE INVESTIGATED.

Monthly State Payroll Tax Report (MCP407)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Monthly State Payroll Tax Report (MCP407) when you run the month end close process.

Use this report as a record of the state tax amounts calculated for the month. The report contains month-to-date and year-to-date information and sorts by state, then by employee number.

For information about the quarterly state report generated at month end, see “Quarterly State Payroll Tax Report (MCP407)” in this chapter.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the following files:

Labor Master file (AGLBMS)	State Master file (B4STAT)
State/City/County Codes For Tax-Exempt Deductions file (BISTEX)	State Earnings file (BBERGS)
Earnings--SUI State file (BGERGS)	Deductions Master file (B0DEDC)
Filing Type Records file (B9TXDA)	Prepays--Federal and Base file (CAPPAY)
Prepays--State file (CBPPAY)	401K Deduction Master file (C0DEDC)
Prepays--Deductions file (CDPPAY)	Prepays--401K Deductions file (CJPPAY)

A sample report follows this description.

Column Headings

WAGE LIMITS - The following wage limits are printed above the applicable columns:

EMPLOYER - The maximum amount subject to employer's portion of S.U.I. and S.D.I., respectively displays.

EMPLOYEE - The maximum amount subject to employee's portion of S.U.I. and S.D.I., respectively displays.

EMPLOYEE - The employee number, last name, first name, and middle initial display.

MTD NOTAX GRS - The total amount of non-taxable gross income for the month displays.

MTD GROSS PAY - The total gross pay, including vacation-in and lump sums displays.

MTD SICK PAY - The total sick pay for the month displays.

WAGES TAXABLE FOR SIT - The total wages subject to state income tax displays. The system calculates taxable wages as gross pay minus non-taxable gross.

MTD S.I.T. WITHHELD - The total amount of state income tax withheld for the month displays.

MTD SDI/SUI WITHHELD - The first line prints the total employee SDI withheld. The second line prints the total employee SUI withheld.

MTD WAGES TAXABLE FOR S.U.I. - The first line prints the total wages subject to employee's portion of S.U.I. The second line prints the total wages subject to employer's portion of S.U.I. The system calculates this amount based on the wage limits printed above this column.

MTD WAGES TAXABLE FOR SDI/EE - The first line prints the total wages subject to employer's portion of SDI. The second line prints the total wages subject to employee's portion of SDI. The system calculates this amount based on the wage limits printed above this column.

YTD GROSS PAY -The total gross pay for the year-to-date displays.

YTD SICK PAY - The total sick pay for the year-to-date displays.

YTD S.I.T. WITHHELD - The total withheld for state income tax for the year-to-date displays.

YTD SDI/SUI WITHHELD - The first line prints the total employee portion withheld for SDI for the year-to-date. The second line prints the total employee portion withheld for SUI for the year-to-date.

YTD NOTAX GRS - The total non-taxable gross earned for the year-to-date displays.

Total Lines

STATE TOTALS - The report prints column totals, staggered on seven lines to allow for 9 digit printing.

(SUI/SDI Percentage) - The system displays the percentage used to calculate the total SUI and SDI withholding.

TOTAL- The first lines print the employer amount of SUI/SDI withheld. The second lines print the employee amount of SUI/SDI withheld.

COMPANY TOTALS - The report prints totals for all columns, including separated employer and employee amounts withheld.

Message Lines

PENNY DIFFERENCES MAY BE EXPECTED TO LEAD TO DISCREPANCIES BETWEEN S.D.I. WITHHOLDING AND CALCULATED AGGREGATE TOTALS. SIGNIFICANT DISCREPANCIES SHOULD BE INVESTIGATED - The Company Totals amounts should be within pennies of the State Totals. They may be a few cents off because the State Totals are calculated separately for each employee and then totaled, while the Company Totals are calculated on the total taxable wages for all employees.

WAGE LIMITS
7,000.00 .00 EMPLOYER
.00 31,767.00 EMPLOYEE

EMPLOYEE	MTD NOTAX GRS	MTD GROSS PAY	MTD SICK PAY	WAGES TAXABLE FOR SIT	MTD		MTD WAGES		MTD WAGES		YTD		YTD		YTD		YTD	
					MTD S.I.T.	MTD S.D.I./SUI	MTD TAXABLE FOR S.U.I.	MTD S.D.I. ER/EE	MTD TAXABLE FOR S.U.I.	YTD GROSS PAY	YTD SICK PAY	YTD S.I.T.	YTD WITHHELD	YTD SDI/SUI	YTD WITHHELD	YTD NOTAX GRS		
00001 PORTER	JON	.00	.00	.00	.00	.00	.00	.00	.00	2,270.40	.00	128.98	108.52	.00	.00	.00		
00012 RONSTON	JACK	.00	3,384.00	.00	99.26	169.20	3,384.00	.00	.00	4,532.00	.00	133.69	226.60	.00	.00	.00		
00040 LE	KIMBERLY	.00	3,500.80	.00	73.32	175.04	1,749.60	.00	.00	8,751.20	.00	356.53	437.56	.00	.00	.00		
STATE TOTALS		.00	6,884.80	.00	172.58	344.24	5,133.60	.00	.00	15,553.60	.00	619.20	772.68	.00	.00	.00		
					371.77	5,4000%	6,884.80	.0000%						834.48				
						5,4000%	5,0000%											
						277.21	.00											
						.00	344.24											

PENNY DIFFERENCES MAY BE EXPECTED TO LEAD TO DISCREPANCIES BETWEEN S.D.I. WITHHOLDING AND CALCULATED AGGREGATE TOTALS. SIGNIFICANT DISCREPANCIES SHOULD BE INVESTIGATED.

COMPANY TOTALS	.00	6,884.80	.00	172.58	344.24	5,133.60	6,884.80	.0000%	6,884.80	15,553.60	.00	619.20	772.68	.00	.00	.00		
					371.77									834.48				

Quarterly State Payroll Tax Report (MCP407)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Quarterly State Payroll Tax Report (MCP407) if the month end is also a quarter end and you run the month end close process.

Use this report as a record of the state tax amounts calculated for the quarter. The quarterly report contains quarter-to-date and year-to-date information and sorts by state, then by employee number.

For information about the monthly state report generated at month end, see “Monthly State Payroll Tax Report (MCP407)” in this chapter.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the following files:

Labor Master file (AGLBMS)	State Master file (B4STAT)
State/City/County Codes For Tax-Exempt Deductions file (BISTEX)	State Earnings file (BBERGS)
Earnings--SUI State file (BGERGS)	Deductions Master file (B0DEDC)
Filing Type Records file (B9TXDA)	Prepays--Federal and Base file (CAPPAY)
Prepays--State file (CBPPAY)	401K Deduction Master file (C0DEDC)
Prepays--Deductions file (CDPPAY)	Prepays--401K Deductions file (CJPPAY)

A sample report follows this description.

Column Headings

WAGE LIMITS - The following wage limits are printed above the applicable columns:

EMPLOYER - The maximum amount subject to employer's portion of S.U.I. and S.D.I., respectively displays.

EMPLOYEE - The maximum amount subject to employee's portion of S.U.I. and S.D.I., respectively displays.

EMPLOYEE - The employee number, last name, first name, and middle initial displays.

QTD NOTAX GRS - The total amount of non-taxable gross income for the quarter displays.

QTD GROSS PAY - The total gross pay, including vacation-in and lump sums displays.

QTD SICK PAY - The total sick pay for the quarter displays.

WAGES TAXABLE FOR SIT - The total wages subject to state income tax displays. The system calculates taxable wages as gross pay minus non-taxable gross.

QTD S.I.T. WITHHELD - The total amount of state income tax withheld for the quarter displays.

QTD SDI/SUI WITHHELD - The first line prints the total employee SDI withheld. The second line prints the total employee SUI withheld.

QTD WAGES TAXABLE FOR S.U.I. - The first line prints the total wages subject to employee's portion of S.U.I. The second line prints the total wages subject to employer's portion of S.U.I. The system calculates this amount based on the wage limits printed above this column.

QTD WAGES TAXABLE FOR SDI ER/EE - The first line prints the total wages subject to employer's portion of SDI. The second line prints the total wages subject to employee's portion of SDI. The system calculates this amount based on the wage limits printed above this column.

YTD GROSS PAY - The total gross pay for the year-to-date displays.

YTD SICK PAY - The total sick pay for the year-to-date displays.

YTD S.I.T. WITHHELD - The total withheld for state income tax for the year-to-date displays.

YTD SDI/SUI WITHHELD - The first line prints the total employee portion withheld for SDI for the year-to-date. The second line prints the total employee portion withheld for SUI for the year-to-date.

YTD NOTAX GRS - The total non-taxable gross earned for the year-to-date displays.

Total Lines

STATE TOTALS - The report prints column totals, staggered on seven lines to allow for 9 digit printing.

(SUI/SDI Percentage) - The system displays the percentage used to calculate the total SUI and SDI withholding.

TOTAL - The first lines print the employer amount of SUI/SDI withheld. The second lines print the employee amount of SUI/SDI withheld.

COMPANY TOTALS - The report prints totals for all columns, including separated employer and employee amounts withheld.

Message Lines

PENNY DIFFERENCES MAY BE EXPECTED TO LEAD TO DISCREPANCIES BETWEEN S.D.I. WITHHOLDING AND CALCULATED AGGREGATE TOTALS. SIGNIFICANT DISCREPANCIES SHOULD BE INVESTIGATED - The Company Totals amounts should be within pennies of the State Totals. They may be a few cents off because the State Totals are calculated separately for each employee and then totaled, while the Company Totals are calculated on the total taxable wages for all employees.

EMPLOYEES PAID BY THE 12TH OF EACH MONTH - According to state requirements, the system displays the total number of employees your company paid on or before the twelfth of each month. Each month in the quarter is totaled separately.

STATE 6 CALIFORNIA

WAGE LIMITS

7,000.00 .00 EMPLOYER
.00 31,767.00 EMPLOYEE

EMPLOYEE	QTD NOTAX GRS	QTD GROSS PAY	QTD SICK PAY	WAGES TAXABLE FOR SIT	QTD S.I.T. WITHHELD	QTD SDI/SUI WITHHELD	QTD WAGES TAXABLE FOR S.U.I.	QTD WAGES FOR TAXABLE S.I.T.	QTD WAGES FOR TAXABLE S.D.I.	YTD GROSS PAY	YTD SICK PAY	YTD S.I.T. WITHHELD	YTD SDI/SUI WITHHELD	YTD NOTAX GRS
00001 PORTER	.00	2,270.40	.00	2,170.40	128.98	108.52 117.20	2,170.40	.00	.00	2,270.40	.00	128.98	108.52 117.20	.00
00003 SHINTAZO	.00	318.00	.00	318.00	.00	15.90 17.17	318.00	.00	.00	318.00	.00	.00	15.90 17.17	.00
00006 RODRIGUES	.00	227.04	.00	215.69	.96	10.78 11.65	215.69	.00	.00	227.04	.00	.96	10.78 11.65	.00
00011 XI	.00	388.16	.00	388.16	3.76	19.40 20.96	388.16	.00	.00	388.16	.00	3.76	19.40 20.96	.00
00012 RONSTON	.00	4,532.00	.00	4,532.00	133.69	226.60 244.72	4,532.00	.00	.00	4,532.00	.00	133.69	226.60 244.72	.00
00013 LOSHINI	.00	4,208.28	.00	4,208.28	266.98	210.41 227.25	4,208.28	.00	.00	4,208.28	.00	266.98	210.41 227.25	.00
00030 MONTERO	.00	1,296.52	.00	1,296.52	53.07	64.83 70.01	1,296.52	.00	.00	1,296.52	.00	53.07	64.83 70.01	.00
00032 PEITRA	.00	140.00	.00	140.00	.00	7.00 7.56	140.00	.00	.00	140.00	.00	.00	7.00 7.56	.00
00040 LE	.00	8,751.20	.00	8,751.20	356.53	437.56 472.56	7,000.00	.00	.00	8,751.20	.00	356.53	437.56 472.56	.00
STATE TOTALS	.00	22,131.60	.00	22,020.25	943.97	1,101.00 1,189.08	20,269.05	.00	.00	22,131.60	.00	943.97	1,101.00 1,189.08	.00
TOTAL														
5.4000% 5.0000%														
1,094.53 .00														
.00 1,101.01														

PENNY DIFFERENCES MAY BE EXPECTED TO LEAD TO DISCREPANCIES BETWEEN S.D.I. WITHHOLDING AND CALCULATED AGGREGATE TOTALS. SIGNIFICANT DISCREPANCIES SHOULD BE INVESTIGATED.

Employees paid by the 12th of each month:

January 6
February 9
March 6

COMPANY TOTALS

.00	22,399.60	.00	22,288.25	943.97	1,109.00	1,101.00 1,189.08	1,109.00	.00	.00	22,399.60	.00	943.97	1,101.00 1,189.08	.00
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Continuation Sheet For Schedule A of Form 941 (MCP632)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Continuation Sheet for Schedule A of Form 941 (MCP632) if the month end is also a quarter end and you run the month end close process. This form prints for every state in which wages were earned during the quarter.

Use this report to submit the state-required report of wages taxable under the Federal Insurance Contributions Act. This report sorts by state, then by employee number.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the Labor Master file (AGLBMS), the State Master file (B4STAT), the State Earnings file (BBERGS), the Earnings--SUI State file (BGERGS), and the Prepays--State file (CBPPAY).

A sample report follows this description.

Row Headings

(State) - The system prints the State at the top of the continuation sheet.

(Name, Address, Identification Number) - The left hand block prints your company name and address from the Financial Entity Master (derived from the entity in the Financial Posting Table for the "PR" node) and the state tax identification number from the State Master.

(Date) - The date the quarter ended displays.

Column Headings

(Employee's Social Security) - The employee's social security number displays.

(Employee Name) - The employees first and middle initials and last name display.

(Taxable F.I.C.A. Wages) - The total wages subject to F.I.C.A. tax for the quarter, before deductions displays.

(State Taxable Wages) - The total taxable wages earned for the quarter in the state, after pre-FICA deductions displays.

(Weeks Worked) - The number of weeks the employee worked in the state for the quarter displays.

Total Lines

(Totals For Entity) - The total for each entity for the Taxable F.I.C.A. Wages column and for the State Total Wages column display.

(Totals For State) - The total for each state for the Taxable F.I.C.A. Wages column and for the State Total Wages column display.

CALIFORNIA

JORDAN LONGFELLOW
1234 MAIN STREET
THISTLEY, CA 95555

3/31/99 1

111 222313

100-00-1000	J	PORTER	2270.40	2170.40	2
659-34-2110	J	SHINTAZO	318.00	318.00	2
571-43-9844	M	I RODRIGUES	227.04	215.69	1
562-45-5122	C	XI	388.16	388.16	2
671-19-1278	J	F RONSTON	4532.00	4532.00	4
543-35-2987	A	LOSHINI	4208.28	4208.28	3
751-98-4571	A	A MONTERO	1296.52	1296.52	1
459-32-8760	L	T PEITRA	140.00	140.00	2
782-54-1733	K	F LE	8751.20	7000.00	13

22131.60 20269.05
22131.60 20269.05

Quarterly Report of Wages by State (MCP633)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Quarterly Report of Wages by State (MCP633) if the month end is also the quarter end and you run the month end close process.

Use this report for sending state-required information to your state quarterly reporting agency. This report sorts by state, then by employee number.

Each state may have unique requirements for this report. For specific questions, see your state information for quarterly reporting requirements.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the Labor Master file (AGLBMS), the State Master file (B4STAT), the State Earnings file (BBERGS), the Earnings--SUI State file (BGERGS), and the Prepays--State file (CBPPAY).

A sample report follows this description.

Since each form is state specific, the row and column headings comply to the state in which employees work. See your state requirements for more information.

DE 6

EDD 98208

Page 1 of 1

B0060198

3 31 99

99 1

QTR ENDED _____ DUE _____ DELINQUENT _____

111 2223 1

JORDAN LONGFELLOW
1234 MAIN STREET
THISTLEY, CA

95555

1 2 2

100 00 1000	JON	PORTER	
2 170 40		2 170 40	128 98
659 34 2110	JAIME	SHINTAZO	
318 00		318 00	
571 43 9844	MARCUS	I RODRIGUES	
215 69		215 69	96
562 45 5122	CHAN	XI	
388 16		388 16	3 76
671 19 1278	JACK	F RONSTON	
4 532 00		4 532 00	133 69
543 35 2987	AMY	LOSHINI	
4 208 28		4 208 28	266 98
751 98 4571	ABEL	A MONTERO	
1 296 52		1 296 52	53 07
13 129 05		13 129 05	587 44
22 020 25		22 020 25	943 97

I declare that the information herein is true and correct.

Signature _____ Title _____
Date _____ Phone () _____

County Payroll Tax Report (MCP409)

Access

Menu 160, Option 1

Purpose

The system automatically generates the County Payroll Tax Report (MCP409) when you run the month end close process.

Use this report as a hard copy of the year-to-date, quarter-to-date, and monthly county tax information. The report lists each employee with earnings in each county that has a county income tax, and the tax withheld.

This report sorts by state, then by county, and finally by employee number.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the following files:

Labor Master file (AGLBMS)	County Master file (B3CNTY)
State/City/County Codes For Tax Exempt Deductions file (BISTEX)	Deductions Master file (B0DEDC)
Prepays--Federal and Base file (CAPPAY)	Prepays--Deductions file (CDPPAY)
Prepays--401K Deductions file (CJPPAY)	401K Deductions Master file (C0DEDC)
Earnings--County file (BFERGS)	Prepays--County file (CFPPAY)

A sample report follows this description.

Row Headings

STATE - The code that identifies the state displays.

COUNTY - The county code and description display.

Column Headings

EMPLOYEE - The employee's number, last name, first name, and middle initial display.

E - The employee's ethnic code displays.

SOC SEC NO - The employee's social security number displays.

YTD GROSS - The employee's gross earnings for the year-to-date display.

YTD SICK PAY - The employee's sick pay for the year-to-date displays.

YTD CNTY TAX - The total county income tax withheld for the year-to-date displays.

QTD GROSS - The employee's gross earnings for the quarter-to-date display.

QTD SICK PAY - The employee's sick pay for the quarter-to-date displays.

QTD CNTY TAX - The total county income tax withheld for the quarter-to-date displays.

GROSS THIS MONTH - The employee's gross earnings for the month display.

SICK PAY THIS MONTH - The employee's sick pay for the month displays.

TAX THIS MONTH - The total county income tax withheld for the month displays.

TAXABLE WAGES THIS MONTH - The earnings subject to county tax for the month displays. The system calculates the taxable wages by subtracting wages not subject to county income tax and by subtracting deductions before county taxes from the gross wages.

Total Lines

COUNTY TOTALS - The system prints totals for each column, above. These totals are staggered on two lines for clarity.

City Payroll Tax Report (MCP408)

Access

Menu 160, Option 1

Purpose

The system automatically generates the City Payroll Tax Report (MCP408) when you run the month end close process.

Use this report as a hard copy of the year-to-date, quarter-to-date, and monthly county tax information. The report lists each employee with earnings in each city that has a city income tax, and the tax withheld.

This report sorts by state, then by city, and finally by employee number.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the following files:

Labor Master file, (AGLBMS)	City Master file (B6CITY)
State/City/County Codes For Tax Exempt Deductions file (BISTEX)	Deductions Master file (B0DEDC)
Prepays--Federal and Base file (CAPPAY)	Prepays--Deductions file (CDPPAY)
Prepays--401K Deductions file (CJPPAY)	401K Deductions Master file (C0DEDC)
Prepays--City file (CCPPAY)	Earnings--City file (BCERGS)

A sample report follows this description.

Row Headings

STATE - The code that identifies the state displays.

CITY - The city code and description display.

Column Headings

EMPLOYEE - The employee's number, last name, first name, and middle initial display.

E - The employee's ethnic code displays.

SOC SEC NO - The employee's social security number displays.

YTD GROSS - The employee's gross earnings for the year-to-date display.

YTD SICK PAY - The employee's sick pay for the year-to-date displays.

YTD CITY TAX - The total city income tax withheld for the year-to-date displays.

QTD GROSS - The employee's gross earnings for the quarter-to-date display.

QTD SICK PAY - The employee's sick pay for the quarter-to-date displays.

QTD CITY TAX - The total city income tax withheld for the quarter-to-date displays.

GROSS THIS MONTH - The employee's gross earnings for the month display.

SICK PAY THIS MONTH - The employee's sick pay for the month displays.

TAX THIS MONTH - The total city income tax withheld for the month displays.

TAXABLE WAGES THIS MONTH - The earnings subject to city tax for the month displays. The system calculates the taxable wages by subtracting wages not subject to city income tax and by subtracting deductions before city taxes from the gross wages.

Total Lines

CITY TOTALS - The system prints totals for each column, above. These totals are staggered on two lines for clarity.

TrueLine Documentation-Construction

STATE 6 CITY 1001 WALNUT CREEK

CITY PAYROLL TAX REPORT

EMPLOYEE	E	SOC	SEC	NO.	YTD GROSS	YTD SICK PAY	YTD CITY TAX	QTD GROSS	QTD SICK PAY	QTD CITY TAX	GROSS THIS MONTH	SICK PAY THIS MONTH	TAX THIS MONTH	MTD WAGES TAXABLE/CITY
00001 PORTER	JON	B	100-00-1000		2,270.40		35.72	2,270.40		35.72				
00003 SHINTAZO	JALME	O	659-34-2110		170.00		1.28	170.00		1.28	170.00		1.28	170.00
00006 RODRIGUES	MARCUS	I	M 571-43-9844		227.04		.47	227.04		.47	227.04		.47	215.69
00011 XI	CHAN		562-45-5122		388.16		2.08	388.16		2.08	388.16		2.08	388.16
00012 RONSTON	JACK	F	B 671-19-1278		3,444.00		22.95	3,444.00		22.95				
00013 LOSHINI	AMY	I	543-35-2987		3,697.44		62.41	3,697.44		62.41	3,697.44		62.41	3,697.44
00032 PEITRA	LOREN	T	I 459-32-8760		140.00		1.05	140.00		1.05	140.00		1.05	140.00
CITY TOTALS					10,337.04	.00	125.96	10,337.04	.00	125.96	4,622.64	.00	67.29	4,611.29

Quarterly Earnings By Pay Period (MCP610)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Quarterly Earnings by Pay Period report (MCP610) if the month end is also the quarter end and you run the month end close process.

Use this report to review earnings, tax withholding, and deductions for each employee for each pay period in the quarter.

This report sorts according to the sort order you specify in P/R Definition Setup, then by week ending date.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Earnings--Federal and Base file (BAERGS), the Prepays--Federal and Base file (CAPPAY), and the Prepays--Unions file (CEPPAY).

A sample report follows this description.

Row Headings

(Week Ending Date) - For each pay period in which the employee had earnings, the report prints the week ending date below the employee number.

Column Headings

EMPN - The employee number, followed on the same row by the employee's last name, first name, middle initial, and social security number display. The report lists all employees, including those with no earnings in the quarter.

HOURS - The total hours the employee worked for the week ending date display.

VACATION IN - The calculated amount for vacation-in displays.

TAXABLE GROSS - The total taxable gross, including vacation-in displays.

NON-TAXABLE GROSS - The total amount paid through non-taxable pay codes displays.

F.I.T. - The amount withheld for federal income tax displays.

F.I.C.A.

OASDI - The amount withheld for the old age survivor disability insurance portion of social security displays.

HI - The amount withheld for the health insurance portion of social security displays.

S.I.T. - The amount withheld for state income tax displays.

S.D.I. - The amount withheld for the employee's portion of state disability insurance displays.

COUNTY TAX - The amount withheld for county tax displays.

CITY TAX - The amount withheld for city tax displays.

MISC. DEDUCTIONS - The total amount deducted for miscellaneous and 401K/125S deductions displays.

UNION DED. - The total amount deducted for union deductions except vacation-out displays.

VACATION OUT - The amount deducted for vacation-out displays.

NET - The net wages paid after withholding and deductions displays.

DAYS - The number of days worked in the pay period displays. The system calculates the days worked based on the number of transactions for an employee. If you enter a 40 hour work week as a single transaction, the system will only count the transaction as one day.

Total Lines

EMPLOYEE TOTAL - The system calculates employee totals for all pay periods included on the report for each column, above.

COMPANY TOTAL - The system calculates company totals for all pay periods and all employees included on the report for each column, above.

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TrueLine Documentation-Construction																		
Q U A R T E R L Y E A R N I N G S B Y P A Y P E R I O D																		
EMP#	HOURS	VACATION IN	TAXABLE GROSS	NON-TAXABLE GROSS	F.I.T.	--- OASDI ---	--- F.I.C.A. ---	HI	S.I.T.	S.D.I.	COUNTY TAX	CITY TAX	MISC. DEDUCTIONS	UNION DED.	VACATION OUT	DATE	3/31/99	PAGE
----	-----	--	-----	-----	-----	-----	--- F.I.C.A. ---	--	-----	-----	-----	-----	-----	-----	-----	---	---	----
00001 PORTER		JON																
1/01/99	40.00	135.20	1,135.20	.00	222.61	67.28	15.74		64.49	54.26	53.57	17.86		22.00	135.20		335.89	1
1/08/99	40.00	135.20	1,135.20	.00	222.61	67.28	15.74		64.49	54.26	53.57	17.86		.00	135.20		357.89	1
EMPLOYEE		80.00	2,270.40		445.22	134.56	31.48		128.98	108.52	107.14	35.72		22.00			693.78	2
TOTAL				.00											270.40			
00003 SHINTAZO		JAIIME																
3/05/99	16.00	.00	318.00	.00	5.73	19.72	4.61		.00	8.50	5.10	1.28		.00			253.88	1
3/26/99	8.00	.00	148.00	.00	.00		2.15		.00	7.40	.00	.00		.00			111.28	1
EMPLOYEE		24.00	466.00	.00	5.73	28.90	6.76		.00	15.90	5.10	1.28		.00			365.16	2
TOTAL				.00														
00040 LE		KIMBERLY																
1/15/99	.00	.00	3,500.00	.00	850.92	217.00	50.75		246.55	175.00	.00	.00		.00			1,770.78	1
1/22/99	40.00	.00	875.20	.00	114.72	54.26	12.69		18.33	43.76	.00	.00		.00			584.18	1
1/29/99	40.00	.00	875.20	.00	114.72	54.26	12.69		18.33	43.76	.00	.00		.00			584.18	1
2/05/99	40.00	.00	875.20	.00	114.72	54.26	12.69		18.33	43.76	.00	.00		.00			584.18	1
2/12/99	40.00	.00	875.20	.00	114.72	54.26	12.69		18.33	43.76	.00	.00		.00			584.18	1
2/19/99	40.00	.00	875.20	.00	114.72	54.26	12.69		18.33	43.76	.00	.00		.00			584.18	1
2/26/99	40.00	.00	875.20	.00	114.72	54.26	12.69		18.33	43.76	.00	.00		.00			584.18	1
EMPLOYEE		240.00	8,751.20	.00	1,539.24	542.56	126.89		356.53	437.56	.00	.00		.00			5,275.86	7
TOTAL				.00														
COMPANY		684.00	22,399.60	.00	3,833.48	1,381.86	323.21		943.97	1,101.00	429.66	125.96		52.00	1,197.84		11,289.79	24
TOTAL				.00										531.75				

Monthly W/C Insurance Report by Job (MCP401)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Monthly W/C Insurance Report By Job (MCP401) when you run the month end process.

Use this report to review the earnings, hours worked, and workmen's compensation premium for each occupation, sorted by job.

The report sorts by job, then by state and workmen's compensation class and reference.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the Job Master file (A2JBMS), the Employee Time Transactions file (B5TIME), and the Insurance file (A8INSF).

A sample report follows this description.

Row Headings

JOB - The job number and description displays. The report begins a new page with each change of job number.

Column Headings

ST - The state code associated with the insurance class/reference displays.

CLASS - The workmen's compensation classification code displays.

RF - The workmen's compensation reference code displays.

DESCRIPTION - The description of the workmen's compensation record displays.

1 EARNINGS - The total monthly earnings at wage rate 1 associated with the state/class/reference code displays.

2 EARNINGS - The total earnings at wage rate 2 display.

3 EARNINGS - The total earnings at wage rate 3 display.

4 EARNINGS - The total earnings at wage rate 4 display.

5 EARNINGS - The total earnings at wage rate 5 display.

GROSS - The monthly total of gross taxable earnings associated with the state/class/reference code displays.

S.T. EQUIV - The total displays that includes all straight time gross wages plus the straight time portion of overtime.

LIMITED S.T. EQUIV - If the premium is subject to limits or exclusions, for premium based on gross wages, the straight time equivalent amount up to the limit displays.

If the premium is based on hours, the total hours worked displays.

HOURS - The total hours worked associated with the state/class/reference code displays.

PREM BASIS - The basis on which the workmen's compensation premium is calculated displays:

HOURS - The premium is calculated based on hours worked.

GROSS - The premium is calculated based on gross earnings.

INSURANCE RATE - The state-assigned rate at which the premium is calculated displays.

EXPER. MODIF. - The percentage at which premium is modified based on claims experience displays.

PREMIUM - The calculated amount of premium charged displays, based on either hours or gross.

Total Lines

JOB TOTALS - The system prints job totals for each column, above. These totals are staggered on two lines for clarity.

COMPANY TOTALS - The system prints company totals for each column, above, including all jobs on the report. These totals are staggered on two lines for clarity.

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M O N T H L Y W / C I N S U R A N C E R E P O R T B Y J O B

DATE 3/31/99 PAGE 1

JOB 3 Timberhill Shopping Center

ST CLASS RF DESCRIPTION	1 EARNINGS	2 EARNINGS	3 EARNINGS	4 EARNINGS	5 EARNINGS	GROSS	S.T. EQUIV	LIMITED S.T. EQUIV	HOURS	PREM BASIS	INSURANCE RATE	EXPER. MODIF.	PREMIUM
6 100 Structure Steel Erect	4255.60					4,255.60	4,255.60	112.00	112.00	HOURS	5.0000	118	6.60
6 200 Cement Work	140.00					140.00	140.00	140.00	8.00	GROSS	5.0000	118	8.26
6 5506 street and road constr paving	227.04					227.04	227.04	227.04	8.00	GROSS	6.2500	118	16.74
JOB TOTALS	4,622.64	.00	.00	.00	.00	4,622.64	4,622.64	479.04	128.00				31.60
COMPANY TOTALS	6,765.44	80.56	.00	.00	.00	6,846.00	6,765.44	2,182.71	212.00				118.50

Workmans Compensation Report--Monthly (MCP620)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Workmans Compensation Report--Monthly (MCP620) when you run the month end close process.

Use this report for sending workmen's compensation information to your California insurance agency. The system includes only California W/C information for hours worked, W/C rate, and calculated amount for each employee by job and allocation code.

This report sorts by job number, then by cost code, then by employee number.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the Job Master file (A2JBMS), the Labor Master file (AGLBMS), the State Master file (B4STAT), the Insurance Master file (A8INSF), and the Employee Time Transactions file (B5TIME).

A sample report follows this description.

Row Headings

JOB - The job number and description displays.

EXP. RATE - The experience modifier displays for the first record found for the job.

Column Headings

(COST CODE) - Each cost code to which labor was posted for the job displays.

EMPLOYEE NUMBER - The employee number displays.

EMPLOYEE NAME - The employee's last name and first and middle initials

display.

REGULAR - The total hours worked at wage rate 1 display.

HOURS PREMIUM - The total hours worked at wage rates 2 through 5 display.

TOTAL - The total hours worked at all wage rates display.

HOURLY RATE - The rate for straight time displays.

ST EQUIV - If the workmen's compensation is based on gross, the system calculates the straight time equivalent amount as the total hours multiplied by hourly rate, adds both vacation in and taxable lump sums, and displays the result.

If the workmen's compensation is based on hours, the total hours display.

EARNINGS PREMIUM - If the W/C premium is based on gross, the premium amount earned over the wage rate 1 displays.

If the W/C premium is based on hours, disregard this field.

TOTAL - The system calculates the total as ST Equiv + Earnings Premium.

COMP CODE - The workmen's compensation classification code displays.

COMP RATE - The percentage rate at which the premium is calculated displays.

EARNED PREMIUM - The calculated amount of premium for the employee displays. The system multiplies the comp rate by the total and then multiplies the sum by the exp. rate and displays the result.

Total Lines

COST CODE TOTAL - The system displays hours and amounts totaled by cost code.

JOB TOTAL - The system displays hours and amounts totaled for the job.

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WORKMANS COMPENSATION REPORT --- MONTHLY

3/31/99

PERIOD ENDING

EMPLOYEE			HOURS			HOURLY		EARNINGS			COMP		EARNED
NUMBER			REGULAR	PREMIUM	TOTAL	RATE	ST EQUIV	PREMIUM	TOTAL	CODE	RATE	PREMIUM	
Ct	Tk	Sbt	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	
JOB - 000003 Timberhill Shopping Center													
EXP. RATE 1.18													
010010000	00013	LOSHINI, A	8.00	.00	8.00	25.0000	227.04	.00	227.04	5506	6.2500	16.74	
COST CODE TOTAL			8.00	.00	8.00		227.04	.00	227.04			16.74	
010020000	00003	SHINTAZO, J	8.00	.00	8.00	21.2500	8.00	162.00	170.00	100	5.0000	.47	
010020000	00006	RODRIGUES, MI	8.00	.00	8.00	25.0000	8.00	219.04	227.04	100	5.0000	.47	
010020000	00011	XI, C	16.00	.00	16.00	20.0000	16.00	372.16	388.16	100	5.0000	.94	
010020000	00013	LOSHINI, A	80.00	.00	80.00	25.0000	80.00	3,390.40	3,470.40	100	5.0000	4.72	
010020000	00032	PEITRA, LT	8.00	.00	8.00	17.5000	140.00	.00	140.00	200	5.0000	8.26	
COST CODE TOTAL			120.00	.00	120.00		252.00	4,143.60	4,395.60			14.86	
JOB TOTAL			128.00	.00	128.00		479.04	4,143.60	4,622.64			31.60	
REPORT TOTAL			194.00	2.00	196.00		1,914.71	4,663.29	6,578.00			118.50	

**** END OF REPORT ****

Monthly Liability Insurance Report By State, Monthly W/C Insurance Report By State (MCP402)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Monthly W/C Insurance Report By State (MCP402) and the Monthly Liability Insurance Report By State (MCP402) when you run the month end close process.

Use these reports to review the workmen's compensation and personal liability/property damage calculations and premiums by state for each W/C class and reference.

This report sorts by state, then by workmen's compensation class and reference.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the State Master file (B4STAT), the Insurance Master file (A8INSF), and the Employee Time Transactions file (B5TIME).

Sample reports follow this description.

Row Headings

STATE - The state code and description displays.

Column Headings

CLASS - The workmen's compensation classification code displays.

RF - The workmen's compensation reference code displays.

DESCRIPTION - The description of the workmen's compensation record displays.

1 EARNINGS - The total monthly earnings at wage rate 1 associated with the state/class/reference code displays.

2 EARNINGS - The total earnings at wage rate 2 display.

3 EARNINGS - The total earnings at wage rate 3 display.

4 EARNINGS - The total earnings at wage rate 4 display.

5 EARNINGS - The total earnings at wage rate 5 display.

GROSS - The monthly total of gross taxable earnings associated with the state/class/reference code displays.

S.T. EQUIV - The total displays that includes all straight time gross wages and the straight time portion of overtime.

LIMITED S.T. EQUIV - If the premium is subject to limits or exclusions, for premium based on gross wages, the straight time equivalent amount up to the limit displays.

If the premium is based on hours, the total hours worked displays.

HOURS - The total hours worked associated with the state/class/reference code displays.

PREM BASIS - The basis on which the workmen's compensation premium is calculated displays:

HOURS - The premium is calculated based on hours worked.

GROSS - The premium is calculated based on gross earnings.

PROPERTY DAMAGE RATE - For the personal liability/property damage report only, the rate at which the premium is calculated.

INSURANCE RATE - For the Workmen's Compensation report only, the state-assigned rate at which the premium is calculated displays.

EXPER. MODIF. - For the Workmen's Compensation report only, the percentage of the state-assigned rate at which premium is calculated based on claims experience displays.

PREMIUM - The calculated amount of premium charged displays, based on either hours or gross.

Total Lines

STATE TOTALS - The system prints state totals for each column, above. These totals are staggered on two lines for clarity.

COMPANY TOTALS - The system prints company totals for each column, above, including all jobs on the report. These totals are staggered on two lines for clarity.

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M O N T H L Y L I A B I L I T Y I N S U R A N C E R E P O R T B Y S T A T E

DATE 3/31/99 PAGE 1

STATE 6 CALIFORNIA

CLASS RF DESCRIPTION	1 EARNINGS	2 EARNINGS	3 EARNINGS	4 EARNINGS	5 EARNINGS	GROSS	S.T. EQUIV	LIMITED S.T. EQUIV	HOURS	PREM BASIS	PROPERTY DAMAGE RATE	PREMIUM
----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
100 0 Structure Steel Erect	4766.44					4,766.44	4,766.44	4,766.44	130.00	HOURS	.0000	.00
200 0 Cement Work	1355.96	80.56				1,436.52	1,355.96	1,409.67	50.00	GROSS	.0000	.00
5506 0 street and road constr paving	375.04					375.04	375.04	375.04	16.00	GROSS	3.0000	11.25
STATE TOTALS	6,497.44	80.56	.00	.00	.00	6,578.00	6,497.44	6,551.15	196.00			11.25
COMPANY TOTALS	6,765.44	80.56	.00	.00	.00	6,846.00	6,765.44	6,819.15	212.00			19.29

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M O N T H L Y W / C I N S U R A N C E R E P O R T B Y S T A T E

DATE 3/31/99 PAGE 1

STATE 32 NEVADA

CLASS RF DESCRIPTION	1 EARNINGS	2 EARNINGS	3 EARNINGS	4 EARNINGS	5 EARNINGS	GROSS	S.T. EQUIV	LIMITED S.T. EQUIV	HOURS	PREM BASIS	INSURANCE RATE	EXPER. MODIF.	PREMIUM
5506 0	148.00					148.00	148.00	148.00	8.00	GROSS	.0000	100	.00
STATE TOTALS	148.00	.00	.00	.00	.00	148.00	148.00	148.00	8.00				.00
COMPANY TOTALS	6,765.44	80.56	.00	.00	.00	6,846.00	6,765.44	2,182.71	212.00				118.50

Monthly Union Report (MCP412)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Monthly Union Report (MCP412) when you run the month end process.

Use this report to review the hours worked, gross amounts, and union deductions by employee for each union.

This report sorts by union and sub-union codes, then by employee number, and finally by week ending date.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the Labor Master file (AGLBMS), the Pay Period Date Schedule file (J5DATE), the Union Master file (A0UNIN), the Earnings--Deductions file (BDERGS), the Earnings--Unions file (BEERGS), the Prepays--Deductions file (CDPPAY), and the Prepays--Unions file (CEPPAY).

A sample report follows this description.

Row Headings

UNION/SUB-UNION - The system displays the union/sub-union number and description.

(Week Ending Date) - For each payroll cycle in which the employee works, the week ending date displays.

Column Headings

EMPLOYEE - The employee number, last name, first name, middle initial, ethnic code, and social security number display.

1 HOUR - The hours worked at wage rate 1 display.

2 HOURS - The hours worked at wage rate 2 display.

3 HOURS - The hours worked at wage rate 3 display.

4 HOURS - The hours worked at wage rate 4 display.

5 HOURS - The hours worked at wage rate 5 display.

TOTAL HOURS - The system totals the hours for wage rates 1 through 5.

EXT. GROSS (Extended Gross) - The total calculated taxable gross wages: hours x rate for each wage rate.

VAC. IN - The total amount of vacation-in pay displays.

TOTAL GROSS - The total of gross earned during the pay period. The amount includes extended gross and vacation-in.

VAC. OUT - The amount of vacation-out displays.

DUES - The amount deducted for dues displays.

INIT. - The amount deducted for initiation fees displays.

MISC. - The amount deducted for union miscellaneous deductions displays. If a deduction table is set up as a union deduction, when an employee works for the union and has the deduction taken for the month, the amount is added to the total displayed.

H & W - The amount calculated for employer burden for union health and welfare displays.

PENSION - The amount calculated for employer burden for union pension displays.

FLAT PERCENT OF GROSS - The amount calculated for an additional flat fringe displays, based on flat fringe percent and rule.

Total Lines

EMPLOYEE TOTAL - For each employee, the total displays for each column.

TOTALS>>> - The system totals each column for all employees in the union.

TOTAL TO UNION - The total amount owed to the union displays. The calculation includes vacation out, H& W, Pension, Flat percent of gross, and all miscellaneous fringes.

COMPANY TOTALS - For each column, the system totals all employees and all unions.

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MONTHLY UNION REPORT

DATE 3/31/99 PAGE 1

CEMENT MASONS																
UNION 6																
SUB-UNION																
EXT. TOTAL																
VAC. IN VAC. OUT DUES INIT. MISC. H & W PENSION FRINGS																
FLAT PERCENT OF GROSS																
00006 RODRIGUES																
3/26/99																
EMPLOYEE TOTAL																
00030 MONTERO																
3/26/99																
EMPLOYEE TOTAL																
TOTALS >>>																
COMPANY TOTALS																

Monthly Union Report - Miscellaneous Fringes (MCP412)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Monthly Union Report - Miscellaneous Fringes (MCP412) when you run the month end close process.

Use this report to review the miscellaneous fringe burden accrued for the month.

This report sorts by union and sub-union codes, then by employee number, and finally by week ending date.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the Labor Master file (AGLBMS), the Pay Period Date Schedule file (J5DATE), the Union Master file (A0UNIN), the Earnings--Deductions file (BDERGS), the Earnings--Unions file (BEERGS), the Prepays--Deductions file (CDPPAY), and the Prepays--Unions file (CEPPAY).

A sample report follows this description.

Row Headings

UNION/SUB-UNION - The system displays the union/sub-union number and description.

(Week Ending Date) - For each payroll cycle in which the employee worked, the week ending date displays.

Column headings

EMPLOYEE - The system displays the employee number and the employee's last name, first name, middle initial, ethnic code, and social security number.

MISC. 1 - The employer burden calculated for miscellaneous fringe 1.

MISC. 2 - The employer burden calculated for miscellaneous fringe 2.

MISC. 3 - The employer burden calculated for miscellaneous fringe 3.

MISC. 4 - The employer burden calculated for miscellaneous fringe 4.

MISC. 5 - The employer burden calculated for miscellaneous fringe 5.

MISC. 6 - The employer burden calculated for miscellaneous fringe 6.

MISC. 7 - The employer burden calculated for miscellaneous fringe 7.

MISC. 8 - The employer burden calculated for miscellaneous fringe 8.

MISC. 9 - The employer burden calculated for miscellaneous fringe 9.

MISC. 10 - The employer burden calculated for miscellaneous fringe 10.

MISC. 11 - The employer burden calculated for miscellaneous fringe 11.

MISC. 12 - The employer burden calculated for miscellaneous fringe 12.

MISC. 13 - The employer burden calculated for miscellaneous fringe 13.

Totals

EMPLOYEE TOTAL - For each employee, the total displays for each column.

TOTALS>>> - The system totals each column for all employees in the union.

COMPANY TOTALS - For all columns, the system totals the miscellaneous fringe for all employees and all unions.

		UNION 6 SUB-UNION CEMENT MASONS												
EMPLOYEE	MISC. 1	MISC. 2	MISC. 3	MISC. 4	MISC. 5	MISC. 6	MISC. 7	MISC. 8	MISC. 9	MISC. 10	MISC. 11	MISC. 12	MISC. 13	

00006 RODRIGUES	MARCUS	I	M	571-43-9844										
3/26/99	1.70	.72	4.00	3.20	2.80	2.40	2.00	1.60	1.20	.80	.40	.32	.24	
EMPLOYEE TOTAL	1.70		4.00		2.80		2.00		1.20	.80	.40	.32	.24	
		.72		3.20		2.40		1.60		.80		.32		

00030 MONTERO	ABEL	A	751-98-4571											
3/26/99	8.90	3.78	21.00	16.80	14.70	12.60	10.50	8.40	6.30	4.20	2.10	1.68	1.26	
EMPLOYEE TOTAL	8.90		21.00		14.70		10.50		6.30		2.10		1.26	
		3.78		16.80		12.60		8.40		4.20		1.68		

TOTALS >>>	10.60	4.50	25.00	20.00	17.50	15.00	12.50	10.00	7.50	5.00	2.50	2.00	1.50	

COMPANY TOTALS	81.08	28.44	131.00	126.00	17.50	15.00	12.50	10.00	7.50	5.00	2.50	2.00	1.50	

Deductions Taken For The Month Ending (MCP404)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Deductions Taken For The Month Ending (MCP404) report when you run the month end close process.

Use this report to review the deductions taken for each employee, listed by week ending date, for the month. The report includes totals by employee and by deduction type.

This report sorts by employee number, then by deduction number and week ending date.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the Labor Master file (AGLBMS), the Earnings--Deductions file (BDERGS), the Earnings--401K Contributions file (BJERGS), the Deductions Master file (B0DEDC), the Prepays--Deductions file (CDPPAY), the Prepays--401K Deductions file (CJPPAY), and the 401K Deductions Master file (C0DEDC).

A sample report follows this description.

Column Headings

EMPL # -The employee number displays.

LAST NAME -The employee's last name displays.

FIRST NAME - The employee's first name displays.

MI - The employee's middle initial displays.

SOC SEC NO - The employee's social security number displays.

CKTY - The check type for the deduction taken displays.

PERIOD - The week ending date when the deduction was taken displays.

DED - The deduction number displays.

DESCRIPTION - The description of the deduction displays.

AMOUNT - The amount deducted for the week ending date displays.

Total Lines

DEDUCTION SUBTOTALS - For each deduction number, the system prints the monthly total deducted for each employee.

EMPLOYEE TOTALS - For each employee, the system prints the total of all deductions taken for the month.

COMPANY TOTALS - The system totals the amount of all deductions for all employees.

TOTALS BY DEDUCTION - The system prints the deduction number, description, and total for each type of deduction taken for the month.

DEDUCTION TOTALS - The system prints the total amount of all deductions taken for the month.

TrueLine Documentation-Construction DEDUCTIONS TAKEN FOR THE MONTH ENDING 3/31/99

EMPL #	LAST NAME	FIRST NAME	MI	SOC SEC NO.	CKTY	PERIOD	DED	DESCRIPTION	AMOUNT
00003	SHINTAZO	JAIWE		659-34-2110		3/05/1999	20	FED TAX GARNISHMENTS	10.00
						3/26/1999	20	FED TAX GARNISHMENTS	10.00
								DEDUCTION SUBTOTALS:	20.00
								EMPLOYEE TOTALS:	20.00
00006	RODRIGUES	MARCUS	I	571-43-9844		3/26/1999	20	FED TAX GARNISHMENTS	10.00
								DEDUCTION SUBTOTALS:	10.00
						3/26/1999	401	K DEDUCTION	11.35
								DEDUCTION SUBTOTALS:	11.35
								EMPLOYEE TOTALS:	21.35
00013	LOSHINI	AMY		543-35-2987		3/05/1999	25	CHRISTMAS CLUB	50.00
						3/12/1999	25	CHRISTMAS CLUB	50.00
						3/19/1999	25	CHRISTMAS CLUB	50.00
						3/26/1999	25	CHRISTMAS CLUB	50.00
								DEDUCTION SUBTOTALS:	200.00
								EMPLOYEE TOTALS:	200.00
00030	MONTERO	ABEL	A	751-98-4571		3/26/1999	500	CHILD SUPPORT	75.00
								DEDUCTION SUBTOTALS:	75.00
								EMPLOYEE TOTALS:	75.00
								COMPANY TOTAL:	316.35
								=====	

TOTALS BY DEDUCTION

20	FED TAX GARNISHMENTS	30.00
25	BEFORE UNION DEDUCTION	200.00
401	401 K DEDUCTION	11.35
500	500 CHILD SUPPORT	75.00
	DEDUCTION TOTALS	316.35

Entitlement Transaction Report (MCP313)

Access

Menu 160, Option 1

Purpose

The system automatically generates the Entitlement Transaction Report (MCP313) when you have entitlements set up to accrue monthly and you run the month end process.

Use this report to review the updated records.

For a complete description of this report, see the “Entitlement Transaction Report (MCP313)” that follows the Payroll Completion task.

Print Procedure

Step 1: At the P/R Periodic Processing Menu (160), choose Option 1, Monthly Payroll Close. The system displays the Monthly Payroll Close screen with the month and year available for close.

Step 2: At the Monthly Payroll Close screen, if you have completed the last payroll of the month, you can submit the month end process.

To submit the process, press F6.

Step 3: To return to the menu without closing the P/R month, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Entitlement Definition file (BPENTL), and the Employee Entitlement Detail file (A9ENTD).

For specific descriptions of the fields on this report, see the “Entitlement Transaction Report (MCP313)” that follows the Payroll Completion Task.

A sample report follows this description.

EMPLOYEE	ENTITLEMENT	HOURS ACCURED	HOURS TAKEN	HOURS OVER LIMIT
-----	-----	-----	-----	-----
00001 PORTER, JON	D Dependent Care Plan	8.00	.00	.00
00003 SHINTAZO, JAIME	D Dependent Care Plan	8.00	.00	.00

*** END OF REPORT ***

About Payroll Check Reconciliation and Positive Pay

You can set your system to allow either Check Reconciliation or the Positive Pay feature. Check Reconciliation allows you to reconcile your Payroll check records with your bank statement of cleared checks. Positive Pay allows you to submit check information electronically for your bank to verify checks as they are cashed.

When you have set up a bank account to use Check Reconciliation or Positive Pay, the system records information on checks written for that account to the Check Reconciliation file (D7CHKR, MBR02) when they are updated to the system.

Note: If you do not set up your Bank Master for check reconciliation or positive pay, the system does not keep track of updated checks. If later you want to use either of these features, the system will not have a history file for checks already updated. You will only be able to perform check reconciliation or positive pay on checks updated with the correct Bank Master information after the flag has been set.

Note: You can also use the Check Reconciliation or Positive Pay features for Accounts Payable checks. A/P check information is written to the D7CHKR, MBR01. For more information, see the *Accounts Payable Reference Manual*.

Check Reconciliation

- Step 1: Set up the Bank Master:** To use the Check Reconciliation feature for P/R checks, select Yes in the P/R check reconciliation field.
- Step 2: Run a Payroll Cycle:** Run the P/R Cycle as you normally would.
- Step 3: Reconciliation Entry:** You can record reconciliation information using either P/R Reconciliation Entry or P/R Bank Reconciliation Tape Selection. These functions write cleared check information to the Reconciliation Finder file (D6FIND).
- Step 4: Check Reconciliation Edit:** After you enter the information for each cleared check, you must run the P/R Reconciliation Edit before running the completion process. At edit, the system compares the entered bank code and check number in the Reconciliation Finder file (D6FIND) to the existing bank code and check number in the Check Reconciliation file (D7CHKR).
- Step 5: Reconciliation Completion:** When you have verified that the Reconciliation Edit Report is correct, you can submit the Reconciliation Completion. The completion removes the cleared checks from the Check Reconciliation File (D7CHKR). The check has been reconciled against the bank statement as cleared and is no longer an outstanding check.

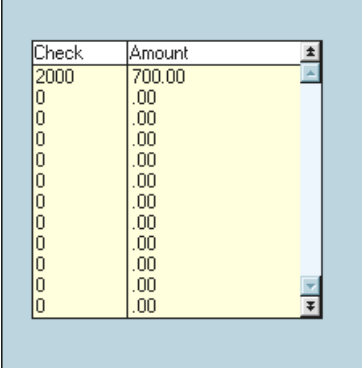
Considerations

Duplicate Checks: If a check number is reused before the check has been

reconciled with a reconciliation completion, the system adds the amounts for both checks together in the Check Reconciliation file. The P/R Reconciliation Edit (MCG400) will list only one entry for the check number, but the check amount will be a total of the multiple checks.

	Check No.	Check Date	Check amount
	2000	July 8, 1999	500.00
	2000	July 23, 1999	200.00
Total For Check	2000	July 23, 1999	700.00

To reconcile the duplicate checks, the system will not allow you to enter the check number twice, so use Reconciliation Entry to enter the total amount for the two checks using one check number. The entered check number and amount will match the amount in the Check Reconciliation file, and the checks will reconcile successfully.



Check	Amount
2000	700.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00

If only one of the duplicate checks is entered using Reconciliation Entry, the cleared check amount will not match the issued amount in the Check Reconciliation File. The check will be flagged indicating that there is a “Difference in Amount,” but will clear if you submit reconciliation completion.

Analyze both your bank record and the system record to see which amount is correct before you run reconciliation completion. Your business may allow penny differences to clear. If the difference is greater than allowed, delete the record and take steps to pursue the matter with the bank before you allow the check to be cleared from the Check Reconciliation File.

If the difference is due to both checks not clearing the bank, delete the P/R Reconciliation Entry and wait until the duplicate check is recorded by the bank. Use Reconciliation Entry to enter the total amount for the two checks with one check number.

If only one check is cleared by the bank and you submit the reconciliation for check number 2000 with a check amount of 500.00, the system will clear the check and delete it from the Check Reconciliation File. When the duplicate check is cleared by the bank, there will be no correlating check in the Check Reconciliation File and the check will not be deleted from the file. The system

will display the message “Cashed Not Cleared” for the check number.

Spoiled Checks: Spoiled checks and reversed checks show a zero amount on the Check Reconciliation Edit. To clear these checks, enter the check number during P/R Reconciliation Entry and use zeros as the amount.

Positive Pay

Note: If you are performing Positive Pay for your Payroll bank, you must perform this task through the Positive Pay function in Accounts Payable. For more information, see the *Accounts Payable Reference Manual*.

Positive Pay is designed to help minimize check fraud. With Positive Pay, you can electronically submit a list of checks you have issued to your bank on a daily basis. The bank then verifies any checks it receives for your account against the list and pays only those that match. Any exceptions or discrepancies can be brought to your attention for resolution.

Note: Some custom-formatting of the Positive Pay transmission file must be done before you can use the Positive Pay feature. Your company also needs to work with your banking institution to establish transmission procedures and protocols.

- Step 1: Set up the Institution code:** At the Installation Parameters Menu (83), choose the Cross Application System Codes Maintenance option. On the Institution Codes Table, add a two character code and description for each banking institution that will be receiving Positive Pay transmissions.
- Step 2: Set up the Bank Master:** To use the Positive Pay feature for P/R checks, select the Positive Pay check reconciliation field and enter the institution code on the Bank Master.

The screenshot shows the 'BANK MASTER MAINTENANCE' window with the following fields and values:

- Bank: WF
- Bank name: WELLS FARGO
- Bank account number: 321321321
- Institution: WF
- Post to organization: 000
- Street: 4321 MAPLE DRIVE
- City, state: WALNUT CREEK, CA
- Postal code: 94565
- Account description: PAYROLL CHECKING
- Forms: WELLS
- Transit code: 562/9876/4
- Fractional routing symbol: (empty)
- MICR line-account number: (empty)
- Contact: (empty)
- Telephone: (empty)
- Subcontract check: Y
- Last check number: (empty)
- Logo I.D.: (empty)
- Logo location: (empty)
- Signature limits: (empty)
- Sig I.D.: (empty)
- Used by multiple orgs: ☒
- A/P check recon: ☒ Positive Pay
- P/R check recon: ☒ Positive Pay

- Step 3: Run Prepay Completion for any Prepay that must be included in the transmission:** Prepays are written to the Positive Pay file at Prepay

Completion only. If you do not perform this step, records will not be included in the transmission file.

Run your regular payroll cycle through check generation: During payroll completion checks are written to the transmission file.

- Step 4: Creating the Transmission File:** At the A/P Check Reconciliation/ Positive Pay Menu (120), select the Prepare Checks for Positive Pay Transmission option. When you have selected the institution and accounts to be included in the transmission, the system moves the records from the Check Reconciliation file to a temporary file for transmission and generates the Positive Pay Register (MCA409) with a list of the selected checks. For a description of this report, see the *Accounts Payable Reference Manual*.
- Step 5: Positive Pay File Selection:** When you are ready to transmit a Positive Pay file or to save it to tape for transmission, select the Positive Pay Transmission Selection option. When you have indicated the institution and files for transmission, you can choose to transmit the file (using the procedures you have established with your bank), save the file to tape, or view information about the file. When you are certain that the transmission has completed successfully, you can mark the file transmission as completed.
- Step 6: Deleting Completed Positive Pay Files:** After you have completed the transmission of a Positive Pay file, it remains available for re-sending until it is deleted from the system. To delete the file from the system, use the Remove Completed Positive Pay Transmissions option.

Considerations

Duplicate checks: As explained above for Check Reconciliation, if a check number is reused before the check has been reconciled with a reconciliation completion, the system adds the amounts for both checks together in the Check Reconciliation file. The P/R Reconciliation Edit (MCG400) will list only one entry for the check number, but the check amount will be a total of the multiple checks.

This may be a problem when the bank receives the transmission since the employee may try to cash one check that does not compare with the total of the two. Check with the banking institution for requirements and protocol.

Voided checks: If you void a check that has not yet been prepared for Positive Pay transmission, it is still in the Check Reconciliation file. When you void or reverse the check, the system writes a negative amount to the file for that check number. Since the negative check amount from the void and the original check amount net to zero, no check information is transmitted to the bank when you run your Positive Pay Transmission.

If you void a check that you have already prepared for Positive Pay transmission, it is no longer in the Check Reconciliation file. The void writes a negative amount to the check reconciliation file, which is transmitted to your bank when you next run your Positive Pay Transmission.

Payroll Check Reconciliation Entry

Access

Menu 108, Option 1

Description

Use this option to record cashed, spoiled, and reversed checks in the Reconciliation Finder file (D6FIND MBR02) for the bank code you select. This function is the first step in reconciling the checks with your bank statements. The system retains a current record of all check numbers processed until they are reconciled through the Check Reconciliation Completion option.

After you enter the information for each check, you must run the reconciliation edit before running the completion process. At edit, the system compares the entered bank code and check number to the existing bank code and check number record. If the original bank code and check number and the entered bank code and check number match, the system deletes the record at Check Reconciliation Completion.

If there are differences in amounts between the two records, the system flags them on the edit, but still deletes them at completion.

Spoiled checks and reversed checks show a zero amount on the Check Reconciliation Edit. To clear these checks, enter the check number and use zeros as the amount.

Note: Only bank accounts which are set up for either P/R Reconciliation or Positive Pay are included in the check reconciliation process. If you enter bank codes that are not flagged for these processes, the system displays the checks as cashed not recorded. For more information about Bank Master set up, see the *System Services Reference Manual*.

Check Reconciliation Entry also sets scheduling locks so that you are not allowed to perform specific tasks until you complete others. For information about which locks are set and how to remove them, see the Chapter 4 overview in this chapter.

For more information about the steps involved in Check Reconciliation, see “About Payroll Check Reconciliation and Positive Pay.”

Procedure

Step 1: At the P/R Check Reconciliation Menu (108) choose Option 1, Process Entries. The system displays the P/R Reconciliation Entry screen.

Step 2: At the P/R Reconciliation Entry screen, add, change or delete bank reconciliation information.

To add a record, in Add mode, type the bank code, check number, and check amount to reconcile and press Enter.

To change a record, in Change mode, type the bank code and press Enter. Select the check amount you want to change and type the new information

over the old.

To delete all checks associated with a bank code, in Delete mode, type the bank code and press Enter. Press F11 to confirm the deletion.

Step 3: To return to the P/R Check Reconciliation Menu, press F3.

P/R Reconciliation Entry Screen

The system displays this screen when you select Process Entries at the P/R Reconciliation Menu.

Use this screen to enter bank code, check number and amount for each cashed or voided check.

Bank

Check number

Delete

Check	Amount
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00
0	.00

Enter=OK F3=Exit F4=Llist F9=Add F10=Change F11=Delete F12=Cancel

Field Descriptions

BANK - Required. Maximum 2 characters. Type a valid bank account code to identify the account for the checks you are reconciling. The system displays the bank account description from the Bank Master file.

CHECK NUMBER - Optional, but displays only in Change mode. Maximum 7 digits. To begin the list of existing checks with a specific check number, type the check number and press Enter.

ACTION BUTTON - Optional, but displays only in Change mode. To delete a check number and amount record, select the record and press Delete ("D").

CHECK - Required in Add mode, display only in Change and Delete modes. To add a check for reconciliation, type the check number.

AMOUNT - Required in Add mode, optional in Change mode. To add a record, type the amount of the check.

To change a record, select the amount and type the new information over the old.

Function Key Descriptions

- F3** Return to the menu.
- F4** Display the Window List for the field the cursor is in.
- F9** Access Add mode.
- F10** Access Change mode.
- F11** Access Delete mode.
- F12** Return to the menu.
- Enter** Save the information.
- Roll** Display additional records not shown.

Bank Reconciliation Tape Selection

Access

Menu 108, Option 11

Reports

Payroll Reconciliation Edit List (MCP400)

P/R Listing of Checks Loaded From Reconciliation Tape (MCG990)

Description

Use this option to load check information from bank tapes for reconciliation. If your bank sends tapes, you can load the check information directly into the database instead of manually entering the information through the Process Entries option at the P/R Check Reconciliation Menu.

You can select the bank accounts you want to load. The actual loading is done by your system operations personnel; be sure to notify them when you are ready to process bank tapes.

Some custom-formatting of the Bank Selection file must be done before you can use the P/R Bank Selection feature. Your company also needs to work with your banking institution to establish transmission procedures and protocols.

The system automatically prints the Payroll Reconciliation Edit List (MCP400) and the P/R Listing of Checks Loaded From Reconciliation Tape (MCG990) report when you submit the process. These reports are unique for your company and meet the specific requirements of your business and your banking institution.

Bank Reconciliation Tape Selection also sets scheduling locks so that you are not allowed to perform specific tasks until you complete others. For information about which locks are set and how to remove them, see the Chapter 4 overview in this chapter.

Procedure

Step 1: At the P/R Check Reconciliation Menu (108) choose Option 11, Bank Tape Selection. The system displays the P/R Bank Reconciliation Tape Selection screen.

Step 2: At the P/R Bank Reconciliation Tape Selection screen, select a bank code to download check information.

To select multiple banks, hold the Control key and select ("X") the banks you want.

To submit the process, press F6.

Step 3: To return to the menu without submitting the process, press F3.

P/R Bank Reconciliation Tape Selection Screen

The system displays this screen when you select Bank Tape Selection at the P/R Check Reconciliation Menu.

Use this screen to select the bank accounts for which you want to load check reconciliation information.

Bank Code	Bank name
BA	Bank of America- Payroll Bonus
WF	Wells Fargo- Payroll Bank

Field Descriptions

ACTION BUTTON - Optional. To select a bank account for loading from tape, choose the bank and press Select (“X”).

To select multiple banks, hold Control and select (“X”) the banks you want.

BANK CODE - Display only. The bank codes available for selection display.

BANK NAME - Display only. The bank account description from the Bank Master file displays.

Function Key Descriptions

F3 Return to the menu without loading.

F6 Submit the selected bank accounts for loading.

F12 Return to the menu without loading.

Roll Display additional records not shown.

P/R Check Reconciliation Edit

Access

Menu 108, Option 2

Reports

P/R Reconciliation Edit (MCG400)

Description

Use this option to submit the P/R Reconciliation Edit to print. Use the report to compare information entered through P/R Reconciliation Entry and P/R Bank Reconciliation Tape Selection into the Reconciliation Finder file (D6FIND) to the checks in the Check Reconciliation File (D7CHKR). The system prints the P/R Reconciliation Edit with the records.

You must run the reconciliation edit before you run the completion process. If you make changes or additions using P/R Reconciliation Entry, you must run the edit again before the system will allow you to run the Reconciliation Completion process.

For more information about the information that prints on the report, see “P/R Reconciliation Edit (MCG400)” or “P/R Reconciliation Register (MCG400)” in this chapter.

For more information about the steps involved in Check Reconciliation, see “About Check Reconciliation and Positive Pay.”

Procedure

Step 1: At the P/R Check Reconciliation Menu (108) choose Option 2, Edit Entries. The system displays the P/R Check Reconciliation Edit screen.

Step 2: At the P/R Check Reconciliation Edit screen, type the month ending date for the month to reconcile. The system selects all outstanding checks in the system up to this date.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

P/R Check Reconciliation Edit Screen

The system displays this screen when you select Edit Entries at the P/R Reconciliation Menu.

Use this screen to specify the month to be reconciled and submit the edit.

DRAMNU P/R CHECK RECONCILIATION EDIT

Help

Enter end of month date...: Mo Dy Yr

Enter=OK F3=Exit F6=Submit F12=Cancel

CC05 Press F6 to submit.

Field Descriptions

ENTER END OF MONTH DATE - Required. Maximum 6 digits. To specify the month through which checks will be selected, type the month ending date.

Function Key Descriptions

- F3** Return to the menu without submitting the edit.
- F6** Submit the reconciliation edit.
- F12** Return to the menu without submitting the edit.
- Enter** Edit the month ending date.

P/R Check Reconciliation Completion

Access

Menu 108, Option 3

Reports

P/R Reconciliation Register (MCG400)

Description

Use this option to clear checks that have been reconciled. Only records that have both an entry in the Reconciliation Finder file (D6FIND) and the Check Reconciliation File (D7CHKR) are cleared with this function.

The system prints the P/R Reconciliation Register when you submit the update. This report lists all the checks for the bank code that have been recorded through the completion date.

Caution: Before submitting completion, make sure that any “Difference in Amount” that appear on the P/R Reconciliation Edit are within your company’s allowable amounts. Any record with this message will be deleted from the Check Reconciliation File. For more information about what to do about discrepancies, see “About Payroll Check Reconciliation and Positive Pay” in this chapter.

You must run the reconciliation edit process before you can run the completion. If reconciliation entry has been accessed and the edit has not been run, the system will display a scheduling lock. For information about which locks are set and how to remove them, see the Chapter 4 overview in this chapter.

Procedure

- Step 1:** At the P/R Check Reconciliation Menu (108) choose Option 3, Completion. The system displays the P/R Check Reconciliation Completion screen.
- Step 2:** At the P/R Check Reconciliation Completion screen, type the month ending date for the month to reconcile. The system selects all outstanding checks in the system up to this date.
- To submit the report to print,** press F6.
- Step 3:** To return to the menu without submitting the report, press F3.

P/R Check Reconciliation Completion Screen

The system displays this screen when you select Completion at the P/R Reconciliation Menu.

Use this screen to submit the completion process and clear the checks from the files.

DRAMNU P/R CHECK RECONCILIATION COMPLETION

Help

Enter end of month date...: Mo Dy Yr 5/31/99

Enter=OK F3=Exit F6=Submit F12=Cancel

Field Descriptions

ENTER END OF MONTH DATE - Required. Maximum 6 digits. To specify the month through which checks will be cleared, type the month ending date.

Function Key Descriptions

F3 Return to the menu without submitting the reconciliation.

F6 Submit the reconciliation process.

F12 Return to the menu without submitting the reconciliation.

Enter Edit the month ending date.

P/R Reconciliation Edit, P/R Reconciliation Register (MCG400)

Access

Menu 108, Option 2

Menu 108, Option 3

Purpose

The system automatically generates the P/R Reconciliation Edit (MCG400) when you submit the P/R Check Reconciliation Edit.

The system automatically generates the P/R Reconciliation Register (MCG400) when you submit the P/R Check Reconciliation Completion process.

Use these reports to determine which checks are still outstanding, which have no payment record in the system, and which have variances between check amount and payment amount.

Note: Only banks that are flagged for Payroll Reconciliation or Positive Pay in the Bank Master file are included in the reconciliation process.

Checks with the message “Outstanding Check” or “Cashed Not Recorded” will not reconcile until the system has a check in both the Check Reconciliation File (D7CHKR) and the Reconciliation Finder file (D6FIND).

Checks with a “***” or the message “Difference in Amount” clear from the Check Reconciliation File (D7CHKR) at completion.

If a “Difference in Amount” message displays on the edit:

Analyze both your bank record and the system record to see which amount is correct. Your business may allow penny differences to clear. If the difference is greater than allowed, delete the record and take steps to pursue the matter with the bank before you allow the check to be cleared from the Check Reconciliation File.

If adjustments need to be made to the system record, delete the P/R Reconciliation Entry and use the Prepay function to correct the amounts on the check in the Check Reconciliation File. After the next P/R Completion cycle, reconcile the check again.

For more information about considerations when duplicate check numbers cause differences, see “About Payroll Check Reconciliation and Positive Pay” in this chapter.

If a “Cashed Not Recorded” message displays on the edit:

Delete the P/R Reconciliation Entry to correct mistakes during reconciliation entry.

Use the Time Entry or Prepay functions to record the check in the system during the next Payroll Completion cycle. After completion, reconcile the check again.

Print Procedure

Step 1: At the P/R Check Reconciliation Menu (108) choose Option 2, Edit Entries or Option 3, Completion. The system displays the P/R Check Reconciliation screen.

Step 2: At the P/R Check Reconciliation screen, type the month ending date for the month to reconcile. The system selects all outstanding checks in the system up to this date.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Contents

The information in this report comes from the Reconciliation Finder file (D6FIND) and the Check Reconciliation file (D7CHKR).

The report sorts by bank code, beginning a new page for each new bank account code, then by check number.

Sample reports follow this description.

Row Headings

BANK - The bank code and description display from the Bank Master file.

Column Headings

CHECK - The check number displays for all checks using the bank code.

CK DATE - The date on the check displays. This field is blank for checks without a record in the Check Reconciliation file.

EMP # - The employee number for whom the check was written displays. This field is blank for checks without a record in the Check Reconciliation file.

EMPLOYEE NAME - The employee's last name, first name, and middle initial display. This field is blank for checks without a record in the Check Reconciliation file.

AMOUNT - The check amount displays. The amount is from P/R Reconciliation Entries or checks processed through Time Entry or Prepays.

COMMENT - The system prints information about each check listed:

****** - The check is reconciled. If this is the only comment, the system amount and the reconciliation amount are the same.

DIFFERENCE IN AMOUNT - The check is reconciled, but there is a variance between the entered reconciliation amount and the check amount in the system. The system prints the variance amount with the comment.

This condition will clear the check from the files.

For corrections, see the main task description, above.

OUTSTANDING CHECK - The check is in the system, but has no matching reconciliation entry in the Reconciliation Finder file.

CASHED NOT RECORDED - The check has been entered for reconciliation but no record is in the system in the Check Reconciliation file.

For corrections, see the main task description, above.

Total Lines

STATUS LINE...

TOTAL AMOUNT CASHED - The system displays the total for both reconciled checks (“**”) and “Cashed Not Recorded.”

TOTAL AMOUNT CASHED NOT RECORDED - The system displays the total for checks with the message “Cashed Not Recorded.”

TOTAL AMOUNT OUTSTANDING - The system displays the total for checks with the message “Outstanding Check.”

Message Lines

**** MEANS CHECK RECONCILED** - The check will be (for Edit) or has been (if Register) reconciled.

IF DIFFERENCE IN AMOUNT IS MINUS, CASHED WAS HIGHER THAN WRITTEN AMOUNT - If the report displays a negative variance amount, the reconciliation entry amount is greater than the system amount.

For corrections, see the main task description, above.

IF DIFFERENCE IN AMOUNT IS PLUS, WRITTEN AMOUNT WAS HIGHER THAN CASHED AMOUNT - If the report displays a positive variance amount, the reconciliation entry amount is less than the system amount.

For corrections, see the main task description, above.

BANK WF WELLS FARGO

CHECK	CK DATE	EMP #	EMPLOYEE NAME	AMOUNT	COMMENT
0000000	2/01/99	00008	LOVE		
0001000	10/03/98	00001	PORTER	642.27	OUTSTANDING CHECK
0001001	10/04/98	00001	PORTER	141.51	**
0001002	10/04/98	00002	MEDRANO	140.26	**
0001003	10/09/98	00001	PORTER	162.60	**
0001004	10/09/98	00002	MEDRANO	485.68	**
0001005	10/09/98	00003	SHINTAZO	572.60	OUTSTANDING CHECK
0001006	11/02/98	00001	PORTER	303.90	.01 DIFFERENCE IN AMOUNT
0001007	11/02/98	00002	MEDRANO	187.29	**
0001008	10/30/98	00003	SHINTAZO	249.78	**
0001010	11/07/98	00001	PORTER	39.19	**
0001011	11/07/98	00001	PORTER	128.86	**
0002016	12/31/98	00028	WASHINGTON	201.82	**
0002025	1/15/99	00040	LE	553.88	**
0002030	1/23/99	00040	LE	1,777.78	7.00- DIFFERENCE IN AMOUNT
0002040	2/05/99	00012	RONSTON	584.18	OUTSTANDING CHECK
0002041	2/05/99	00040	LE	608.59	OUTSTANDING CHECK
0002045	2/12/99	00040	LE	584.18	OUTSTANDING CHECK
0002046	2/12/99	00040	LE	591.05	OUTSTANDING CHECK
0002050	2/19/99	00012	RONSTON	584.18	OUTSTANDING CHECK
0002051	2/19/99	00040	LE	1,182.10	OUTSTANDING CHECK
0002055	2/26/99	00040	LE	1,168.36	OUTSTANDING CHECK
0002061	3/05/99	00013	LOSHINI	584.18	OUTSTANDING CHECK
0002062	3/05/99	00032	PEITRA	372.11	OUTSTANDING CHECK
0002065	3/12/99	00011	XI	220.30	OUTSTANDING CHECK
0002066	3/12/99	00013	LOSHINI	94.09	OUTSTANDING CHECK
0002077	3/26/99	00011	XI	776.55	OUTSTANDING CHECK
0002078	3/26/99	00013	LOSHINI	117.17	OUTSTANDING CHECK
0002079	3/26/99	00030	MONTERO	85.09	OUTSTANDING CHECK
0002202				563.93	OUTSTANDING CHECK
0002220				.00	CASHED NOT RECORDED
				653.21	CASHED NOT RECORDED

S T A T U S L I N E . . . TOTAL AMOUNT CASHED 5,025.76
TOTAL AMOUNT CASHED NOT RECORDED 653.21
TOTAL AMOUNT OUTSTANDING 9,330.93

** MEANS CHECK RECONCILED
IF DIFFERENCE IN AMOUNT IS MINUS, CASHED AMOUNT WAS HIGHER THAN WRITTEN AMOUNT
IF DIFFERENCE IN AMOUNT IS PLUS, WRITTEN AMOUNT WAS HIGHER THAN CASHED AMOUNT

BANK WF
WELLS FARGO

CHECK	CK DATE	EMP #	EMPLOYEE NAME	AMOUNT	COMMENT
0000000	2/01/99	00008	LOVE		
0001000	10/03/98	00001	PORTER	642.27	OUTSTANDING CHECK
0001001	10/04/98	00001	PORTER	141.51	**
0001002	10/04/98	00002	MEDRANO	140.26	**
0001003	10/09/98	00001	PORTER	162.60	**
0001004	10/09/98	00002	MEDRANO	485.68	**
0001005	10/09/98	00003	SHINTAZO	572.60	OUTSTANDING CHECK
0001006	11/02/98	00001	PORTER	303.90	.01 DIFFERENCE IN AMOUNT
0001007	11/02/98	00002	MEDRANO	187.29	**
0001008	10/30/98	00003	SHINTAZO	249.78	**
0001010	11/07/98	00001	PORTER	39.19	**
0001011	11/07/98	00001	PORTER	128.86	**
0002016	12/31/98	00028	WASHINGTON	201.82	**
0002025	1/15/99	00040	LE	553.88	**
0002030	1/23/99	00040	LE	1,777.78	7.00- DIFFERENCE IN AMOUNT
0002040	2/05/99	00012	RONSTON	584.18	OUTSTANDING CHECK
0002041	2/05/99	00040	LE	608.59	OUTSTANDING CHECK
0002045	2/12/99	00040	LE	584.18	OUTSTANDING CHECK
0002046	2/12/99	00040	LE	591.05	OUTSTANDING CHECK
0002050	2/19/99	00012	RONSTON	584.18	OUTSTANDING CHECK
0002051	2/19/99	00040	LE	1,182.10	OUTSTANDING CHECK
0002055	2/26/99	00040	LE	1,168.36	OUTSTANDING CHECK
0002061	3/05/99	00013	LOSHINI	584.18	OUTSTANDING CHECK
0002062	3/05/99	00032	PEITRA	372.11	OUTSTANDING CHECK
0002065	3/12/99	00011	XI	220.30	OUTSTANDING CHECK
0002066	3/12/99	00013	LOSHINI	94.09	OUTSTANDING CHECK
0002077	3/26/99	00011	XI	776.55	OUTSTANDING CHECK
0002078	3/26/99	00013	LOSHINI	117.17	OUTSTANDING CHECK
0002079	3/26/99	00030	MONTERO	85.09	OUTSTANDING CHECK
0002202				563.93	OUTSTANDING CHECK
0002220				.00	CASHED NOT RECORDED
				653.21	CASHED NOT RECORDED

S T A T U S	L I N E . . .	TOTAL AMOUNT CASHED	5,025.76
		TOTAL AMOUNT CASHED NOT RECORDED	653.21
		TOTAL AMOUNT OUTSTANDING	9,330.93

** MEANS CHECK RECONCILED

IF DIFFERENCE IN AMOUNT IS MINUS, CASHED AMOUNT WAS HIGHER THAN WRITTEN AMOUNT

IF DIFFERENCE IN AMOUNT IS PLUS, WRITTEN AMOUNT WAS HIGHER THAN CASHED AMOUNT

About Generating Quarterly SUI Magnetic Media

Many states require the submittal of quarterly SUI information by magnetic tape. If you need to submit magnetic media to a state for quarterly SUI reporting, the system must have certain information before you create the tape.

Step 1: Financial Entity Master: To define the name used on the quarterly tape, type it in the Name field on the Financial Entity Master.

MCG927 FINANCIAL ENTITY MASTER MAINTENANCE CHG

Help

Address and Identification Information

Co 250

Entity Long name LONGFELLOW'S CONSTRUCTION

Short name LONGFEL CONST P/R Direct Deposit Name LONGFELLOW CONST

Name → JORDAN LONGFELLOW Telephone

Address 1234 MAIN STREET

City/State THISTLEY, CA Postal code 95555

Access Group MM DD YY

Step 2: State Master: To indicate that a state needs magnetic media information, type a "Y" for Quarterly information to mag media.

Note: This flag must be set before you close the last month of the quarter in order for the system to create the Earnings - Quarterly State Reporting (BRQTLY) file needed for magnetic media.

To indicate the Federal Information Processing Standard (FIPS) code to be used for the state, type the 2 digit code.

For some states, you must also enter the state unemployment account number and/or the authorization number. See your state requirements for these numbers.

MCP948 STATE MASTER MAINTENANCE CHG

Help

State code E State name CALIFORNIA

State abbreviation CA

Flat burden rate adder (%) .0

State tax identification number 111 222313

State unemployment account number

Tax rate 7.25

S.U.I. reporting form

Quarterly information to mag media → Y Auth. Number 111 222313

Federal Information Processing Standard → 6

Tax type S Sales Tax

Step 3: W2 Processing Parameters Table: To define the tape information for magnetic media processing, type the valid tape device name. The tape density and the tape file name will default. To specify different tape density or file name, type the valid information.

For more information about the tape set up, see the *W2 Processing User Reference Guide*.

Note: If you use a 1/4" or 8mm cartridge for state quarterly reporting, you must send it to **TrueLine Systems** for conversion to a media the SSA and states will accept.

Step 4: Close the month which ends the quarter. The month end close creates the Earnings - Quarterly State Reporting (BRQTLY) file for any state flagged with Quarterly information to mag media.

Step 5: Submit the Quarterly SUI Magnetic media process

Once the job has been submitted, the system generates a message on the system operator's terminal to load the tape. Load the tape in the drive you indicated in the W2 Processing Parameters Table. Respond to the message with a "G." The system saves the quarterly information for the state you selected onto the tape and prints a summary report (MCP634).

Quarterly Magnetic Media Processing

Access

Menu 160, Option 11

Reports

State Quarterly Unemployment Tape Summary Report (MCP634)

Description

Use this option to create a tape with SUI magnetic media information to send to the state.

The system uses information from the Earnings - Quarterly State Reporting (BRQTLY) file created when you perform the month end close for the last month of the quarter.

For more information about the set up required before you can perform this task, see “About Generating Quarterly SUI Magnetic Media” in this chapter.

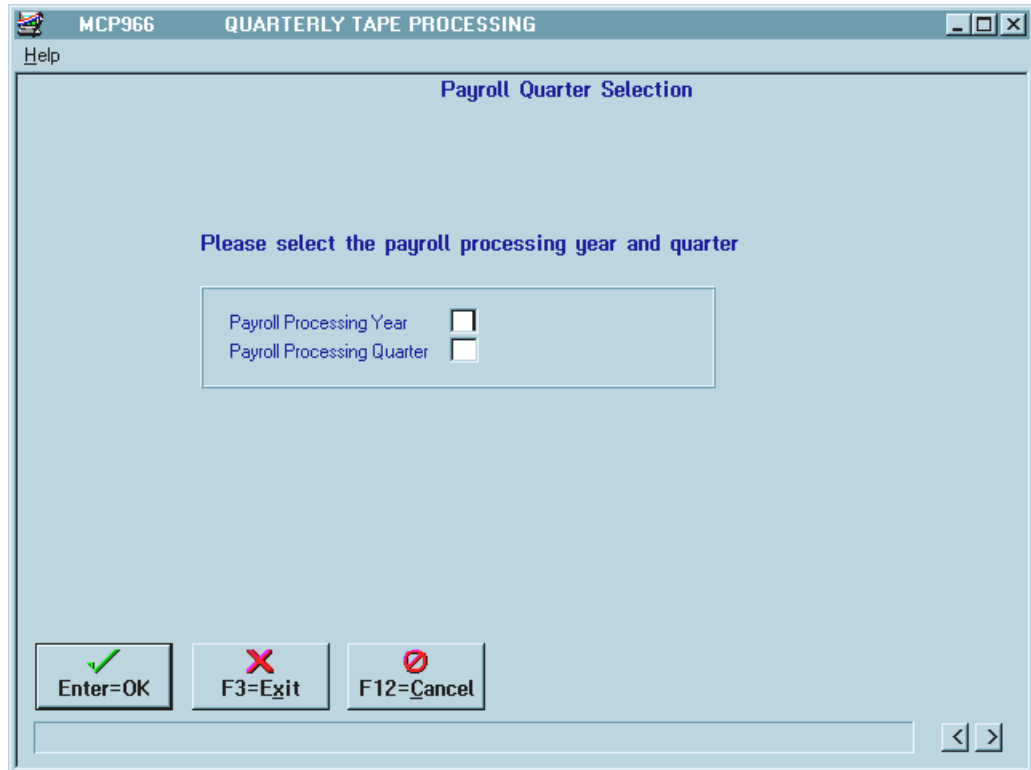
Procedure

- Step 1:** At the P/R Processing Menu (160), choose Option 11, Quarterly SUI Magnetic Media. The system displays the Quarterly Tape Processing, Payroll Quarter Selection screen.
- Step 2:** At the Quarterly Tape Processing, Payroll Quarter Selection screen, type the processing year and quarter and press Enter. The system displays the Quarterly Tape Processing, State Selection screen.
- Step 3:** At the Quarterly Tape Processing, State Selection screen, select (“X”) the states to perform quarterly processing.
- To select multiple states, hold Control and select (“X”) the states you want.
- To submit the quarterly processing,** press F6.
- The system displays a message indicating the required tape to mount in the drive.
- Step 4:** To return to the main menu without processing, press F3.

Quarterly Tape Processing, Payroll Quarter Selection Screen

The system displays this screen when you select Quarterly SUI Magnetic Media at the P/R Periodic Processing Menu.

Use this screen to select the processing quarter and year to submit through magnetic media.



Field Descriptions

PAYROLL PROCESSING YEAR - Required. Maximum 2 digits. To specify the year within which quarterly tapes will be created, type the year.

PAYROLL PROCESSING QUARTER - Required. Maximum 2 digits. To specify the quarter for which magnetic information will be created, type the quarter.

Function Key Descriptions

F3 Return to the main menu.

F12 Return to the main menu.

Enter Access the Quarterly Tape Processing, State Selection screen.

Quarterly Tape Processing, State Selection Screen

The system displays this screen when you identify a quarter and year and press Enter at the Quarterly Tape Processing, Payroll Quarter Selection screen.

Use this screen to select the states for magnetic media tape creation and submit the process. The system displays all states that have been flagged for Quarterly information to magnetic media in the State Master.

Help

State Selection

Highlight the State(s) that you wish to select,
then press F6 to submit.

Payroll Quarter 99 02

Begin list with state code

St	State Name	FIPS Code	St	State Name	FIPS Code
CA	CALIFORNIA	6			
NV	NEVADA	32			

Bottom

0001 End of list. No more to display.

Field Descriptions

PAYROLL QUARTER - Display only. The payroll year and quarter you typed at the previous screen display.

BEGIN LIST WITH STATE CODE - Optional. Maximum 2 digits. To begin the displayed list with a specific state code, type the code and press Enter.

(Action) - Required. To specify the states for magnetic processing, select the record ("X").

To select multiple states, hold Control and select ("X") the states you want.

ST (State Abbreviation) - Display only. The abbreviation for the state displays from the State Master file.

STATE NAME - Display only. The state name from the State Master file displays.

FIPS CODE - Display only. The FIPS code for the state displays from the State Master file.

Function Key Descriptions

- F3** Return to the menu without submitting the process.
- F6** Submit the process.
- F12** Return to the menu without submitting the process.

State Quarterly Unemployment Tape Summary Report (MCP634)

Access

Menu 160, Option 11

Purpose

The system automatically generates the State Quarterly Unemployment Tape Summary Report (MCP634) for each state selected when you run the Quarterly SUI Magnetic Media process.

Use this report as a record of summary information written to the magnetic media tape sent to your state quarterly reporting agency. This report sorts by state.

Each state may have unique requirements for this report. For specific questions, see your state information for quarterly reporting requirements.

For more information about the set up required for magnetic media processing, see “About Generating Quarterly SUI Magnetic Media” in this chapter.

Print Procedure

Step 1: At the P/R Processing Menu (160), choose Option 11, Quarterly SUI Magnetic Media. The system displays the Quarterly Tape Processing, Payroll Quarter Selection screen.

Step 2: At the Quarterly Tape Processing, Payroll Quarter Selection screen, type the processing year and quarter and press Enter. The system displays the Quarterly Tape Processing, State Selection screen.

Step 3: At the Quarterly Tape Processing, State Selection screen, select the states to perform quarterly processing.

To submit the quarterly processing, press F6.

The system displays a message indicating the required tape to mount in the drive.

Step 4: To return to the main menu without processing, press F3.

Contents

The information in on this report comes from the following files:

State Table (B4STAT MBR01)	Financial Posting Table (G2LDCH)
Financial Entity Master (N1ENTM)	Earnings - Quarterly State Reporting (BRQTLY)

A sample report follows this description.

Since each form is state specific, the row and column headings comply to the state in which employees work. See your state requirements for more information.

STATE QUARTERLY UNEMPLOYMENT TAPE SUMMARY REPORT

FEDERAL ID.....: 94-43568799
STATE ID.....: 85489438
STATE NAME.....: CALIFORNIA
FIPS CODE.....: 6
STATE SSA NO....: 111222313000
PAYROLL QUARTER.: 99-01

T A P E D E T A I L S

CODING STRUCTURE...: EBCDIC
LABEL TYPE.....: *SL
RECORDS PER BLOCK.: 25
DENSITY.....: *DEVTYPE
REPORTING FORMAT...: TIB-4
RECORD LENGTH.....: 276

S T A T E T O T A L S

NUMBER OF EMPLOYEES.....: 9
TOTAL WAGES.....: 22020.25
TOTAL STATE P.I.T.....: 943.97
EMPLOYEES FOR MONTH 1...: 1
EMPLOYEES FOR MONTH 2...: 2
EMPLOYEES FOR MONTH 3...: 2

R E C O R D C O U N T S

1 "E" RECORDS
9 "S" RECORDS
1 "T" RECORDS
=====

11 TOTAL

*** END OF REPORT ***

About Annual Transition with Multiple Payroll Libraries

If you have multiple Payroll libraries, as for example when you have a production library for union employees and a confidential library for management, you must consider how these libraries are related before running the annual transition in either library. In most cases, the two libraries share the same Tax Tables.

We recommend that you wait until both libraries are ready, then run the transition for both.

If you run the annual transition separately, with the first library's transition, the system rolls the Tax Tables forward for both libraries.

For example, before the first transition, the tax tables are:

Prior	Current	Next
1998	1999	Copy of 1999 with possible maintenance for 2000 requirements

After the first transition, the tax tables are:

Prior	Current	Next
1999	2000	Copy of 2000

If you have not finished with the second library's pay cycles, you must use check types 1-5 to have the system use the prior year tax tables. Using check types 1-5 will also post transactions to prior week-ending pay periods.

When you perform the annual transition in the second library, the tax tables are rolled again and prior year information is overridden with the new tax tables.

After second transition, the tax tables may be as below:

Prior	Current	Next
2000	2000	Another copy of 2000

If you still need to post payroll into the prior year for either library after the second transition, you will need to use Manual Prepay and calculate the prior year tax information by hand. The system will have no record of the prior year tax tables after the second transition.

Annual Payroll Transition

Access

Menu 160, Option 21

Reports

Entitlement Transaction Report (MCP313)

Description

Use this option to start a new payroll year. The process moves annual information to the appropriate prior year and clears the annual fields so information can be processed for the new calendar year.

This task cannot be performed until all payroll periods scheduled for the year have been completed. You do not need to generate December's monthly close before you perform the annual payroll transition.

Before you perform an Annual Payroll Transition, do the following:

- ◆ Run a full backup of the current year.
- ◆ Call an audit report for the current year.

The Annual Payroll Transition process does the following:

- ◆ Moves tax tables from the next year to the current year and from the current year to the prior year.
- ◆ Backs up current labor master files, earnings records, and prepay records to prior year members.
- ◆ Backs up prior year labor master files, earnings records, and prepay records to prior year members.
- ◆ Clears earnings and prepay members for the new year.
- ◆ Clears annual fields in the master files (Federal Labor Master, State Labor Master, City Labor Master, Deduction Labor Master, Union Labor Master, County Labor Master) for the new year.

After you perform the Annual Payroll Process:

- ◆ Log out and Log back in. The system completes the copy function to the tax tables when you log out.
- ◆ Verify for the new current year that tax tables contain correct information. Make any necessary tax table adjustments before you process checks for the new year.
- ◆ Run the audit reports to verify that earnings records equal zero for the new year.
- ◆ If December is not closed, make any adjustments to December with check types (1-5) via the prepay function.
- ◆ You can proceed with the first pay period of the new year.

A description of the report generated during the Annual Transition process follows this task.

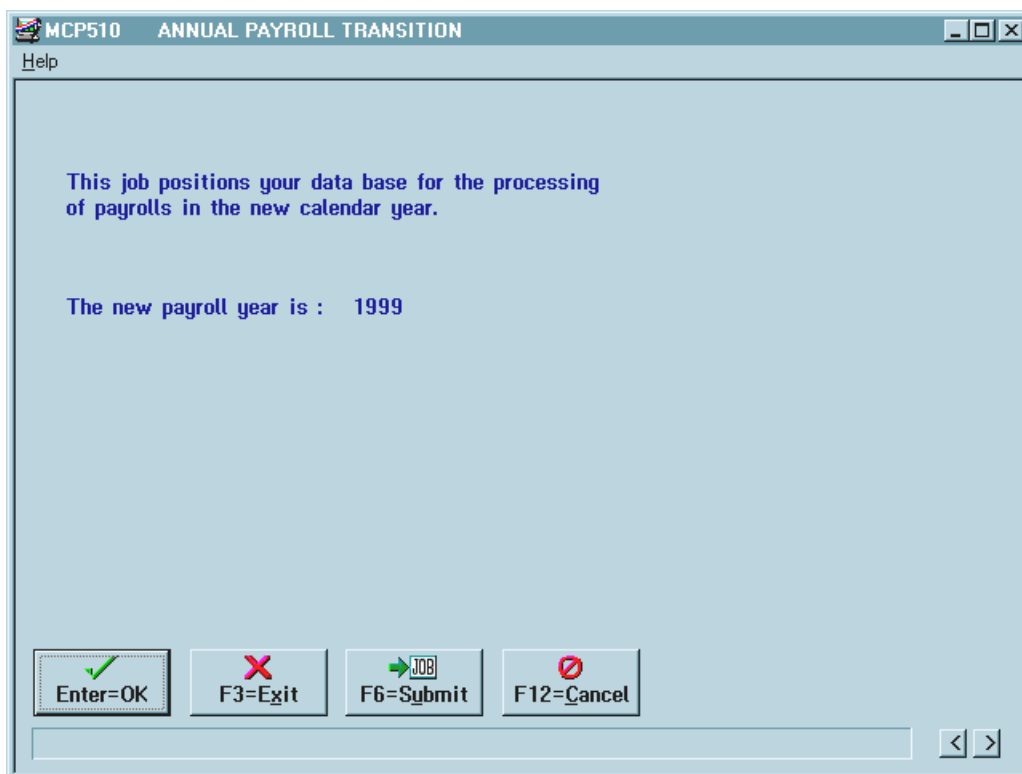
Procedure

- Step 1:** At the P/R Periodic Processing Menu (160) choose Option 21, Annual Payroll Transition. The system displays the Annual Payroll Transition screen.
- Step 2:** At the Annual Payroll Transition screen, if the year is ready to be rolled, you can perform the year-end transition process.
- To submit the process,** press F6. The system displays the Annual Payroll Transition, Jobs List screen with the steps completed as the process is performed. When completed, the system displays the Annual Payroll Transition, Reminder screen.
- Step 3:** At the Annual Payroll Transition, Reminder screen, note the suggested maintenance and press Enter.
- Step 4:** If the system displays the Annual Payroll Transition, Alternate screen, exit the transition process and make sure all payroll cycles have been completed for the year.
- Step 5:** To return to the Payroll Menu without starting the Annual Payroll Transition process, press F3.

Annual Payroll Transition Screen

The system displays this screen when you select Annual Payroll Transition at the P/R Periodic Processing Menu and all payroll cycles have been completed for the year.

Use this screen to submit your request to process the annual payroll transition. When you submit this process, the system displays a screen showing you what processes are taking place.



Field Descriptions

THE NEW PAYROLL YEAR IS XXXX - Display only. The system displays the new year it will prepare for payroll processing.

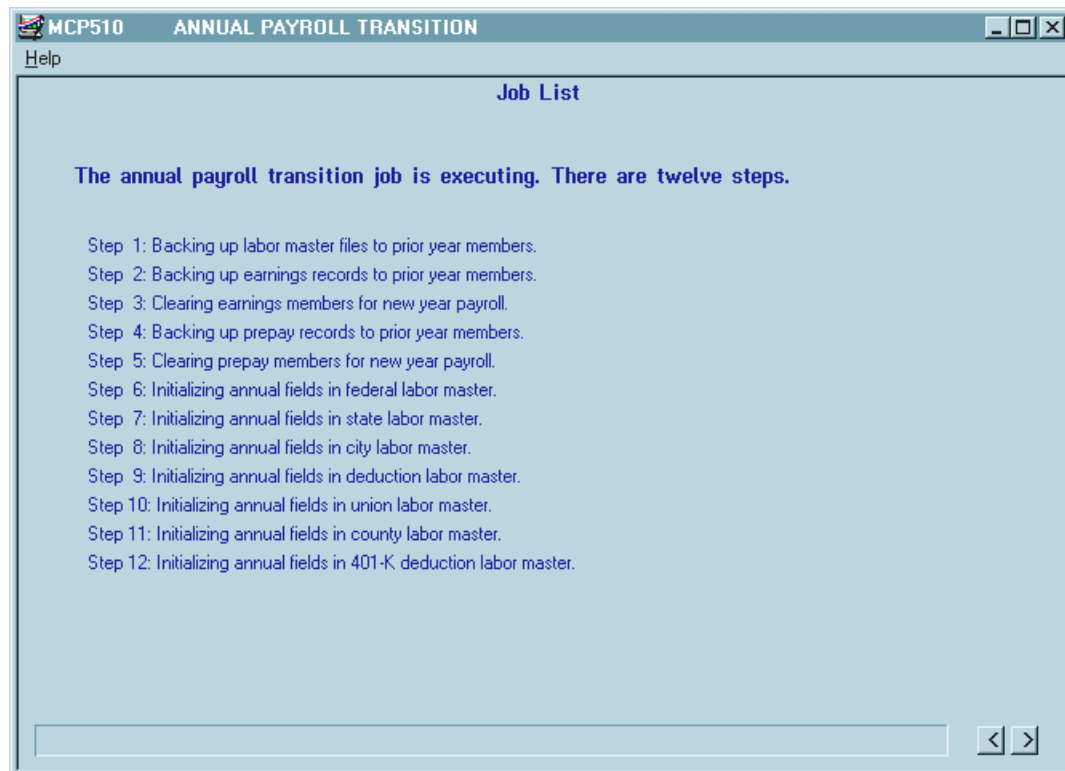
Function Key Descriptions

- F3** Return to the menu.
- F6** Submit the annual payroll transition.

Annual Payroll Transition, Job List Screen

The system displays this screen when you press F6 at the Annual Payroll Transition screen.

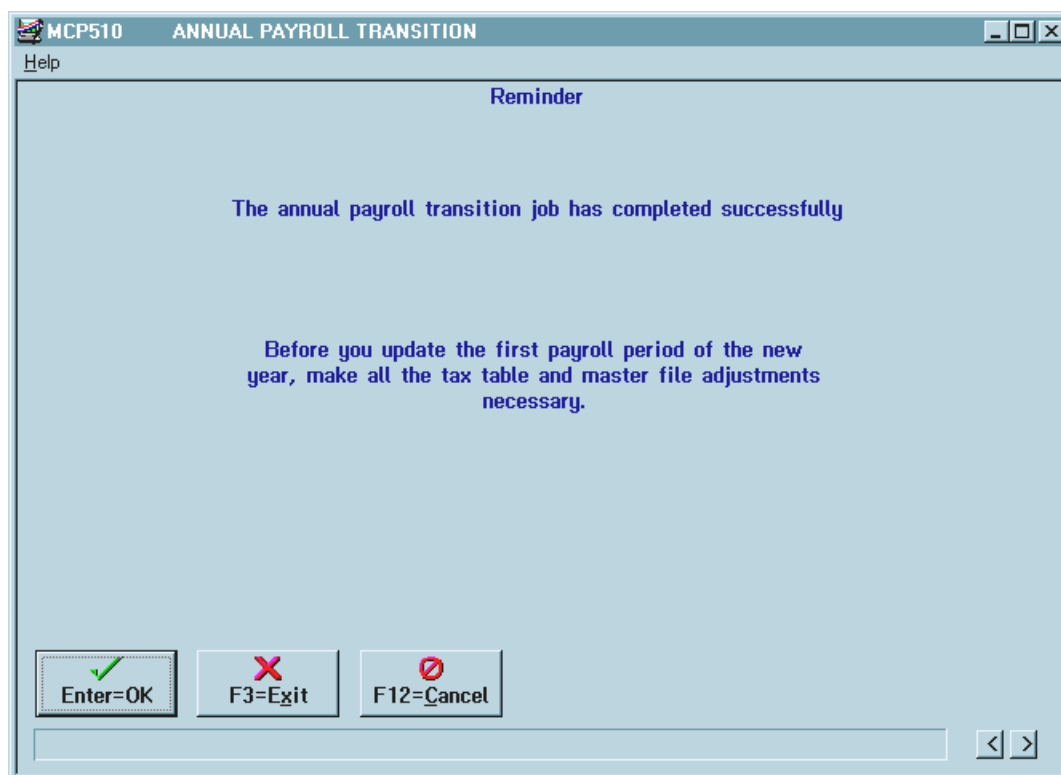
Use this screen to view the jobs performed as the system completes the annual transition process. At completion, the Annual Payroll Transition, Reminder screen appears. This screen is information only.



Annual Payroll Transition, Reminder Screen

The system displays this screen when the annual transmission process completes.

Use this screen as a reminder to make any necessary adjustments to tax tables or Master Files before updating the first P/R period of the new year. This screen is information only.

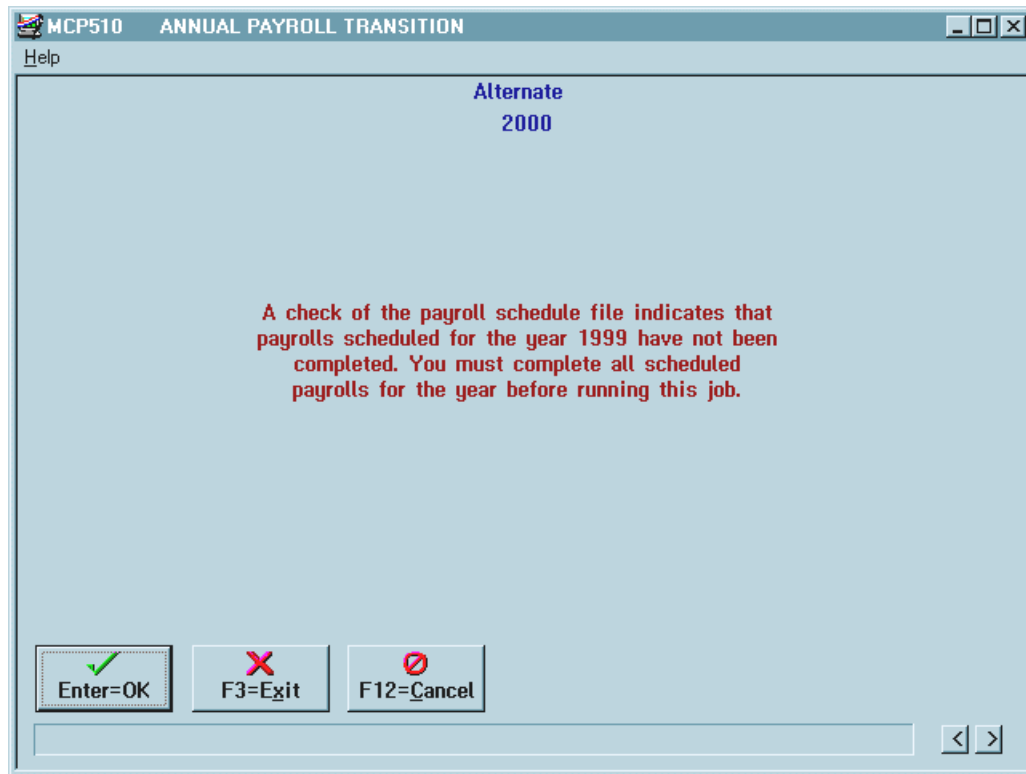


Function Key Descriptions

F3 Return to the menu.

Annual Payroll Transition, Alternate Screen

The system displays this screen if you select Annual Payroll Transition at the P/R Periodic Processing Menu but you have not completed all the payroll cycles for the prior year. This screen is information only.



Field Descriptions

(XXXX) - The system displays the new year.

Function Key Descriptions

F3 Return to the menu.

Entitlement Transaction Report (MCP313)

Access

Menu 160, Option 21

Purpose

The system automatically generates the Entitlement Transaction Report (MCP313) when you have entitlements set up to accrue yearly and you run the annual transition process.

Use this report to review the updated records.

For a complete description of this report, see the “Entitlement Transaction Report (MCP313)” that follows the Payroll Completion task.

Print Procedure

- Step 1:** At the P/R Periodic Processing Menu (160) choose Option 21, Annual Payroll Transition. The system displays the Annual Payroll Transition screen.
- Step 2:** At the Annual Payroll Transition screen, if the year is ready to be rolled, you can perform the year-end transition process.
- To submit the process,** press F6.
- Step 3:** To return to the menu without performing the transition, press F3.

Contents

The information in this report comes from the Base Labor Master file (AGLBMS), the Entitlement Definition file (BPENTL), and the Employee Entitlement Detail file (A9ENTD).

For specific descriptions of the fields on this report, see the “Entitlement Transaction Report (MCP313)” that follows the Payroll Completion Task.

A sample report follows this description.

EMPLOYEE	ENTITLEMENT	HOURS ACCURED	HOURS TAKEN	HOURS OVER LIMIT
00001 PORTER, JON	Vacation	80.00	.00	12.00
00003 SHINTAZO, JAIME	Vacation	80.00	.00	.00
00006 RODRIGUES, MARCUS I	Vacation	80.00	.00	8.00
00007 GARRISON, ROBERT F	Vacation	80.00	.00	.00
00011 XI, CHAN	Vacation	80.00	.00	.00
00026 LEWIS, MARTIN W	Vacation	80.00	.00	36.00

END OF REPORT

W2 Tax Processing

Access

Menu 160, Option 22

Description

Because of yearly changes in federal and state requirements, the W2 processing information is contained in a separate module and updated annually.

Contact **TrueLine** Systems for an updated program. For more information, see the *W2 Processing User Reference Guide*.

Payroll Detail Maintenance

Access

Menu 104, Option 3

Description

Use this option to maintain detail payroll records in the Earnings and Prepay files. Depending upon the file selection you make, the files maintained with this option are:

For Regular Earnings		For Prepay Earnings	
Earnings - Federal And Base	(BAERGS)	Prepays - Federal And Base	(CAPPAY)
State Earnings	(BBERGS)	Prepays - State	(CBPPAY)
Earnings - City	(BCERGS)	Prepays - City	(CCPPAY)
Earnings - Deductions	(BDERGS)	Prepays - Deductions	(CDPPAY)
Earnings - Unions	(BEERGS)	Prepays - Unions	(CEPPAY)
Earnings - County	(BFERGS)	Prepays - County	(CFPPAY)
Earnings - Sui State	(BGERGS)	Prepays - 401K Deductions	(CJPPAY)
Earnings - 401K Contributions	(BJERGS)		

Access both Payroll Summary and Payroll Detail Maintenance screens through the same menu option. To maintain summary earnings records, see “Payroll Summary Maintenance” in the following task.

Caution: Maintaining fields in one earnings file will not automatically maintain corresponding fields in another. Maintenance to many files may be necessary or unreliable results may occur. For example, if you change an employee's gross earnings amount in the federal labor master record, you also need to change his gross earnings in one or more state labor master records.

Detail and Summary files must remain in balance for each employee:

Detail (earnings records + prepay records) amounts = Summary amount

The system automatically maintains employee earnings records; they rarely require correction. After making any changes, you should run the Audit Report for the employees whose records you changed to be sure the files are in balance and save the Employee Maintenance Log as an audit trail.

Procedure

Step 1: At the P/R Personnel Menu (104) choose Option 3, Earnings Maintenance.

The system displays the Personnel Earnings Maintenance screen.

Note: Your company may restrict access to these screens. If the system does not display the Personnel Earnings Maintenance screen, see your system administrator.

Step 2: At the Personnel Earnings Maintenance screen, select the year and maintenance type and press Enter.

If you select Detail Earnings/Prepays (“D”), the system displays the Payroll Detail Maintenance screen.

If you select Labor Master Summary (“L”), the system displays the Payroll Summary Maintenance screen. For information on Summary Maintenance, see “Payroll Summary Maintenance” in this chapter.

Step 3: At the Payroll Detail Maintenance screens, select the file you want and press Enter. The system displays the Payroll Detail Maintenance screen with the file you selected as the subtitle.

Step 4: At the Payroll Detail Maintenance, file screen, select the record you want; add, maintain, or delete information according to the Field Descriptions; and press Enter.

To access the next record, press F7.

To access the previous record, press F8.

To access the next file for the specified employee, check type, month/year and week-ending date combination, press Roll.



To return to the Payroll Detail Maintenance screen, press F12.

Step 5: To return to the Personnel Earnings Maintenance screen, press F3.

Personnel Earnings Maintenance Screen

The system displays this screen when you select Earnings at the P/R Personnel Menu.

Use this screen to access the Payroll Detail Maintenance screens for the current year or the prior year.

Help

Select payroll year for which earnings maintenance is to be performed

☒ Current year ☐ Prior Year

Select maintenance type

☒ Detail earnings/pre-pays ☐ Labor Master Summary

Enter=OK F3=Exit F12=Cancel

Field Descriptions

SELECT PAYROLL YEAR - Required. To access the earnings records of the current year, select Current Year (“C”).

To access prior year records, select Prior Year (“P”).

SELECT MAINTENANCE TYPE - Required. To maintain detail records, select Detail earnings/pre-pays (“D”).

To maintain summary records, select Labor Master Summary (“L”). Summary earnings maintenance is described in the following task.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the menu.

Enter Access the record type selection screen for the year and earnings type you entered.

Payroll Detail Maintenance Screen

The system displays this screen when you select Detail Earnings/Pre-pays at the Personnel Earnings Maintenance screen.

Use this screen to select the detail file records you want to maintain.

Field Descriptions

(Select One of the Following Options) - Required. Select the file that identifies the detail earnings records you want.

Function Key Descriptions

F3 Return to the previous screen.

F12 Return to the previous screen.

Enter Access the maintenance screen for the detail earnings file you select.

Payroll Detail Maintenance, Federal Earnings File Screen

The system displays this screen when you select Federal Earnings file ("1") at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain an employee's detail federal earnings.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

MCP903 PAYROLL DETAIL MAINTENANCE

Options Help

Federal Earnings File

Employee number Type P/R mth/year W/E date

Check date Check number
 Net earnings Taxable gross

Wage Rate	Pay	Hours	Vacation in
1	<input type="text" value="200.00"/>	<input type="text" value="8.00"/>	<input type="text" value="16.00"/>
2	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value="0.00"/>
3	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value="0.00"/>
4	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value="24.76"/>
5	<input type="text" value=".00"/>	<input type="text" value=".00"/>	<input type="text" value="13.39"/>
Sick hours	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="3.13"/>

Qtr Days worked Last job worked

FICA (DASDI) FICA (HI)
 Cum S I T Cum S D I
 Cum S U I Cum county
 Cum city Cum union
 Cum misc

Enter=OK F3=Exit F12=Cancel

Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message "No Master Record Found."

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.]

If employee number is numeric only, this field becomes "Maximum 5 digits."

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the

earnings record.

CHECK DATE - Optional. Maximum 6 digits. The date on the employee's check for the record displays.

CHECK NUMBER - Optional. Maximum 7 digits. The number on the employee's check for the record displays.

NET EARNINGS - Optional. Maximum 9 digits, 2 decimals. The net amount of the employee's check for the record displays.

TAXABLE GROSS - Optional. Maximum 9 digits, 2 decimals. The taxable gross amount of the employee's check for the record displays.

PAY - Optional. Maximum 9 digits, 2 decimals. The employee's gross earnings for each of the five wage rate categories display.

HOURS - Optional. Maximum 5 digits, 5 decimals. The employee's total hours for each of the five wage rate categories display.

SICK HOURS - Optional. Maximum 5 digits, 2 decimals. The number of sick hours used for the period displays.

This field will only be filled if you maintain the time card through corrections and check the box ("Y") for "Sick." For more information, see "Time Entry Processing" in Chapter 4.

QTR (Quarter) - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.

DAYS WORKED - Optional. Maximum 2 digits. The number of days the employee worked during the period displays.

LAST JOB WORKED - Optional. Maximum 6 digits. The job number of the last job on which the employee worked in the period displays.

VACATION IN - Optional. Maximum 9 digits, 2 decimals. The amount of vacation pay added to the employee's gross earnings for the period displays.

LUMP SUM - Optional. Maximum 9 digits, 2 decimals. The taxable lump sum paid to the employee for the period displays.

SICK GROSS - Optional. Maximum 9 digits, 2 decimals. The gross amount of an employee's sick pay for the period displays.

This field will only be filled if you maintain the time card through corrections and check the box ("Y") for "Sick." For more information, see "Time Entry Processing" in Chapter 4.

SUBSISTENCE - Optional. Maximum 9 digits, 2 decimals. The non-taxable lump sum paid to the employee for the period displays.

F I T - Optional. Maximum 9 digits, 2 decimals. The amount of federal income tax withheld from the employee's earnings for the period displays.

FICA (OASDI) - Optional. Maximum 9 digits, 9 decimals. The amount of social security tax withheld from the employee's earnings for the period displays.

FICA (HI) - Optional. Maximum 9 digits, 2 decimals. The amount of federal health insurance tax withheld from the employee's earnings for the period

displays.

CUM S I T - Optional. Maximum 9 digits, 2 decimals. The total amount of state income tax withheld for the period displays. The total includes withholding for all applicable states.

CUM S D I - Optional. Maximum 9 digits, 2 decimals. The total amount of state disability insurance tax withheld for the period displays. The total includes withholding for all applicable states.

CUM S U I - Optional. Maximum 9 digits, 2 decimals. The total amount of state unemployment insurance tax withheld for the period displays. The total includes withholding for all applicable states.

CUM COUNTY - Optional. Maximum 9 digits, 2 decimals. The total amount of county tax withheld for the period displays. The total includes withholding for all applicable counties.

CUM CITY - Optional. Maximum 9 digits, 2 decimals. The total amount of city tax withheld for the period displays. The total includes withholding for all applicable cities.

CUM UNION - Optional. Maximum 9 digits, 2 decimals. The total amount of union deductions withheld from the employee's earnings for the period displays. The total includes withholding for all applicable unions.

CUM MISC - Optional. Maximum 9 digits, 2 decimals. The total amount of miscellaneous deductions withheld from the employee's earnings for the period displays. The total includes withholding for all applicable deductions.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Detail Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Detail Maintenance, Federal Prepay File Screen

The system displays this screen when you select Federal Prepay File (“2”) at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain federal prepay amounts.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

MCP903 PAYROLL DETAIL MAINTENANCE

Options Help

Federal Prepay File

Employee number Type ☐ P/R mth/year W/E date

Check date Check number

Net earnings Taxable gross Quarter

Subsistence	<input type="text" value="00"/>
F I T	<input type="text" value="224.28"/>
F I C A - OASDI	<input type="text" value="69.46"/>
F I C A - HI	<input type="text" value="16.25"/>
Accumulated S I T	<input type="text" value="64.69"/>
Accumulated S D I	<input type="text" value="56.02"/>
Accumulated S U I	<input type="text" value="60.50"/>
Accumulated county tax	<input type="text" value="55.69"/>
Accumulated city tax	<input type="text" value="18.56"/>
Accumulated union	<input type="text" value="120.40"/>
Accumulated miscellaneous	<input type="text" value="00"/>

Enter=OK F3=Exit F12=Cancel

Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message “No Master Record Found.”

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the earnings record.

- CHECK DATE** - Optional. Maximum 6 digits. The date on the employee's check for the record displays.
- CHECK NUMBER** - Optional. Maximum 7 digits. The number on the employee's check for the record displays.
- NET EARNINGS** - Optional. Maximum 9 digits, 2 decimals. The net amount of the employee's check for the record displays.
- TAXABLE GROSS** - Optional. Maximum 9 digits, 2 decimals. The taxable gross amount of the employee's check for the record displays.
- QTR** (Quarter) - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.
- SUBSISTENCE** - Optional. Maximum 9 digits, 2 decimals. The non-taxable lump sum paid to the employee for the prepay displays.
- F I T** - Optional. Maximum 9 digits, 2 decimals. The amount of federal income tax withheld from the employee's earnings for the prepay displays.
- FICA (OASDI)** - Optional. Maximum 9 digits, 9 decimals. The amount of social security tax withheld from the employee's earnings for the prepay displays.
- FICA (HI)** - Optional. Maximum 9 digits, 2 decimals. The amount of federal health insurance tax withheld from the employee's earnings for the prepay displays.
- ACCUMULATED S I T** - Optional. Maximum 9 digits, 2 decimals. The total amount of state income tax withheld for the prepay displays. The total includes withholding for all applicable states.
- ACCUMULATED S D I** - Optional. Maximum 9 digits, 2 decimals. The total amount of state disability insurance tax withheld for the prepay displays. The total includes withholding for all applicable states.
- ACCUMULATED S U I** - Optional. Maximum 9 digits, 2 decimals. The total amount of state unemployment insurance tax withheld for the prepay displays. The total includes withholding for all applicable states.
- ACCUMULATED COUNTY TAX** - Optional. Maximum 9 digits, 2 decimals. The total amount of county tax withheld for the prepay displays. The total includes withholding for all applicable counties.
- ACCUMULATED CITY TAX** - Optional. Maximum 9 digits, 2 decimals. The total amount of city tax withheld for the prepay displays. The total includes withholding for all applicable cities.
- ACCUMULATED UNION** - Optional. Maximum 9 digits, 2 decimals. The total amount of union deductions withheld from the employee's earnings for the prepay displays. The total includes withholding for all applicable unions.
- ACCUMULATED MISCELLANEOUS** - Optional. Maximum 9 digits, 2 decimals. The total amount of miscellaneous deductions withheld from the employee's earnings for the prepay displays. The total includes withholding for all applicable deductions.

Function Key Descriptions

- F3** Return to the Personnel Earnings Maintenance screen without saving.
- F7** Display the next record.
- F8** Display the previous record.
- F12** Return to the Payroll Detail Maintenance screen.
- Enter** Save the information entered or displayed.
- Roll** Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Detail Maintenance, State Earnings File Screen

The system displays this screen when you select State Earnings File (“3”) at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain an employee’s earnings records by state.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

MCP903 PAYROLL DETAIL MAINTENANCE

Options Help

State Earnings File

Employee number 00001 Type P/R mth/year 12/98 W/E date 12/13/98
State 06

Taxable gross 1135.20
Subsistence .00
Sick gross .00

Accumulated S I T 66.06
Accumulated S D I 56.76
Accumulated S U I 61.30

Quarter 4

Enter=OK F3=Exit F12=Cancel

Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message “No Master Record Found.”

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the earnings record.

STATE - Display only. The system displays the code that identifies the state for the specified record.

TAXABLE GROSS - Optional. Maximum 9 digits, 2 decimals. The employee's taxable gross earnings in this state for the period displays.

SUBSISTENCE - Optional. Maximum 9 digits, 2 decimals. The non-taxable lump sum paid to the employee for the period displays.

SICK GROSS - Optional. Maximum 9 digits, 2 decimals. The amount of sick pay earnings in the state for the period displays.

ACCUMULATED S I T - Optional. Maximum 9 digits, 2 decimals. The total amount of state income tax withheld for the state displays. The total includes withholding for all applicable states.

ACCUMULATED S D I - Optional. Maximum 9 digits, 2 decimals. The total amount of state disability insurance tax withheld for the state displays. The total includes withholding for all applicable states.

ACCUMULATED S U I - Optional. Maximum 9 digits, 2 decimals. The total amount of state unemployment insurance tax withheld for the state displays. The total includes withholding for all applicable states.

QUARTER - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Detail Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Detail Maintenance, State Prepay File Screen

The system displays this screen when you select State Prepay File (“4”) at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain an employee’s prepay earnings by state.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

MCP903 PAYROLL DETAIL MAINTENANCE

Options Help

State Prepay File

Employee number 00008 Type P/R mth/year 12/98 W/E date 12/21/98
State 6

Taxable gross 1120.40
Subsistence .00
Sick gross .00

Accumulated S I T 64.69
Accumulated S D I 56.02
Accumulated S U I 60.50

Quarter 4
Bank code WF
Prepay check number 1069

Enter=OK F3=Exit F12=Cancel

< >

Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message “No Master Record Found.”

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the earnings record.

STATE - Display only. The system displays the code that identifies the state for the specified record.

TAXABLE GROSS - Optional. Maximum 9 digits, 2 decimals. The employee's taxable gross earnings in this state for the prepay displays.

SUBSISTENCE - Optional. Maximum 9 digits, 2 decimals. The non-taxable lump sum paid to the employee for the prepay displays.

SICK GROSS - Optional. Maximum 9 digits, 2 decimals. The amount of sick pay earnings in the state for the prepay displays.

ACCUMULATED S I T - Optional. Maximum 9 digits, 2 decimals. The total amount of state income tax withheld for the state displays. The total includes withholding for all applicable states.

ACCUMULATED S D I - Optional. Maximum 9 digits, 2 decimals. The total amount of state disability insurance tax withheld for the state displays. The total includes withholding for all applicable states.

ACCUMULATED S U I - Optional. Maximum 9 digits, 2 decimals. The total amount of state unemployment insurance tax withheld for the state displays. The total includes withholding for all applicable states.

QUARTER - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.

BANK CODE - Optional. Maximum 2 characters. The bank code for the bank used to pay the check for this record displays.

PREPAY CHECK NUMBER - Optional. Maximum 7 digits. The check number of the state prepay record displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Detail Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Detail Maintenance, City Earnings File Screen

The system displays this screen when you select City Earnings File (“5”) at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain an employee’s earnings by city.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

MCP903 PAYROLL DETAIL MAINTENANCE

Options Help

City Earnings File

Employee number 00006 Type ☐ P/R mth/year 12/98 W/E date 12/19/98
 State 6 City 1001

Taxable gross 1135.20
 Sick gross .00
 City tax 18.86
 Cum non-taxable ded .00
 Quarter 4

Enter=OK F3=Exit F12=Cancel

< >

Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message “No Master Record Found.”

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the earnings record.

STATE - Display only. The system displays the code that identifies the state for the specified record.

CITY - Display only. The system displays the city code for the first city earnings record matching the selection criteria.

TAXABLE GROSS - Optional. Maximum 9 digits, 2 decimals. The employee's taxable gross earnings in this city for the period displays.

SICK GROSS - Optional. Maximum 9 digits, 2 decimals. If the employee has sick time for this period, the gross sick pay displays.

CITY TAX - Optional. Maximum 9 digits, 2 decimals. The amount of city tax withheld for this period displays.

CUM NON-TAXABLE DED - Optional. Maximum 9 digits, 2 decimals. The total deductions taken for the period that are prior to city tax display. The amount includes all applicable cities.

QUARTER - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Detail Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Detail Maintenance, City Prepay File Screen

The system displays this screen when you select City Prepay File (“6”) at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain an employee’s prepay earnings by city.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

MCP903 PAYROLL DETAIL MAINTENANCE

Options Help

City Prepay File

Employee number 00006 Type ☐ P/R mth/year 12/98 W/E date 12/21/98
 State 06 City 1001

Taxable gross 1120.40
 Sick gross .00
 City tax 18.56
 Quarter 4
 Bank code WF
 Prepay check number 1069

Enter=OK F3=Exit F12=Cancel

< >

Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message “No Master Record Found.”

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the earnings record.

STATE - Display only. The system displays the code that identifies the state for the specified record.

CITY - Display only. The system displays the city code for the first city earnings record matching the selection criteria.

TAXABLE GROSS - Optional. Maximum 9 digits, 2 decimals. The employee's taxable gross earnings in this city for the prepay displays.

SICK GROSS - Optional. Maximum 9 digits, 2 decimals. If the employee has sick time for this prepay, the gross sick pay displays.

CITY TAX - Optional. Maximum 9 digits, 2 decimals. The amount of city tax withheld for this prepay displays.

QUARTER - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.

BANK CODE - Optional. Maximum 2 characters. The bank code for the bank used to pay the check for this record displays.

PREPAY CHECK NUMBER - Optional. Maximum 7 digits. The check number of the prepay check displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Detail Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Detail Maintenance, County Earnings File Screen

The system displays this screen when you select County Earnings File (“7”) at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain an employee’s earnings by county.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

MCP903 PAYROLL DETAIL MAINTENANCE

Options Help

County Earnings File

Employee number 00006 Type P/R mth/year 12/98 W/E date 12/19/98

State 6 County 100

Taxable gross 1135.20

Sick gross .00

County tax 56.57

Cum non-taxable ded .00

Quarter 4

Enter=OK F3=Exit F12=Cancel

Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message “No Master Record Found.”

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the

earnings record.

STATE - Display only. The system displays the code that identifies the state for the specified record.

COUNTY - Display only. The system displays the county code for the first county earnings record matching the selection criteria.

TAXABLE GROSS - Optional. Maximum 9 digits, 2 decimals. The employee's taxable gross earnings in this county for the period displays.

SICK GROSS - Optional. Maximum 9 digits, 2 decimals. If the employee has sick time for this period, the gross sick pay displays.

COUNTY TAX - Optional. Maximum 9 digits, 2 decimals. The amount of county tax withheld for this period displays.

CUM NON-TAXABLE DED - Optional. Maximum 9 digits, 2 decimals. The total deductions taken for the period that are prior to county tax display. The amount includes all applicable counties.

QUARTER - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Detail Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Detail Maintenance, County Prepay File Screen

The system displays this screen when you select County Prepay File (“8”) at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain an employee’s prepay earnings by county.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

MCP903 PAYROLL DETAIL MAINTENANCE

Options Help

County Prepay File

Employee number 00008 Type ☐ P/R mth/year 12/98 W/E date 12/21/98

State 6 County 100

Taxable gross 1120.40

Sick gross .00

County tax 55.69

Quarter 4

Bank code WF

Prepay check number 1069

Enter=OK F3=Exit F12=Cancel

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Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message “No Master Record Found.”

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the earnings record.

STATE - Display only. The system displays the code that identifies the state for the specified record.

COUNTY - Display only. The system displays the county code for the first county prepay record matching the selection criteria.

TAXABLE GROSS - Optional. Maximum 9 digits, 2 decimals. The employee's taxable gross earnings in this county for the prepay displays.

SICK GROSS - Optional. Maximum 9 digits, 2 decimals. If the employee has sick time for this prepay, the gross sick pay displays.

COUNTY TAX - Optional. Maximum 9 digits, 2 decimals. The amount of county tax withheld for this prepay displays.

QUARTER - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.

BANK CODE - Optional. Maximum 2 characters. The bank account code that identifies the bank account used for the prepay displays.

PREPAY CHECK NUMBER - Optional. Maximum 7 digits. The check number of the prepay check displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Detail Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Detail Maintenance, Deduction Earnings File Screen

The system displays this screen when you select Deduction Earnings File (“9”) at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain an employee’s deductions.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

The screenshot shows a window titled "MCP903 PAYROLL DETAIL MAINTENANCE" with a menu bar containing "Options" and "Help". The main area is titled "Deduction Earnings File". Inside, there is a box containing the following fields: "Employee number" with value "00001", "Type" with an unchecked checkbox, "P/R mth/year" with value "12/98", and "W/E date" with value "12/13/98". Below this box, "Deduction number" is set to "20". To the right, "Deduction amount" is "5.00", "Qtr" is "4", "Union number" is empty, and "Sub-union number" is empty. At the bottom, there are three buttons: "Enter=OK" with a green checkmark, "F3=Exit" with a red X, and "F12=Cancel" with a red circle and slash. A status bar at the very bottom has left and right arrow buttons.

Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message “No Master Record Found.”

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the

earnings record.

DEDUCTION NUMBER - Display only. The deduction code that identifies the miscellaneous deduction record displays.

DEDUCTION AMOUNT - Optional. Maximum 9 digits, 2 decimals. The amount taken from the employee's check in the period displays.

QTR (Quarter) - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.

UNION NUMBER - Optional. Maximum 4 digits. The union number related to the deduction displays.

SUB-UNION NUMBER - Optional. One character. The sub-union number related to the deduction displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Detail Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Detail Maintenance, Deduction Prepay File Screen

The system displays this screen when you select Deduction Prepay File (“10”) at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain an employee’s prepay deductions.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

The screenshot shows a window titled "MCP903 PAYROLL DETAIL MAINTENANCE" with a menu bar containing "Options" and "Help". The main area is titled "Deduction Prepay File". It contains a form with the following fields:

- Employee number: 00000
- Type: (blank)
- P/R mth/year: 12/98
- W/E date: 12/24/98
- Deduction number: 60
- Deduction amount: 50.00
- Qtr: 4
- Bank code: WF
- Prepay check number: (blank)

At the bottom of the window are three buttons: "Enter=OK" (with a green checkmark icon), "F3=Exit" (with a red X icon), and "F12=Cancel" (with a red circle and slash icon). There are also navigation arrows at the bottom right.

Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message “No Master Record Found.”

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the

earnings record.

DEDUCTION NUMBER - Display only. The deduction code that identifies the miscellaneous deduction record displays.

DEDUCTION AMOUNT - Optional. Maximum 9 digits, 2 decimals. The amount taken from the employee's check for the prepay displays.

QTR (Quarter) - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.

BANK CODE - Optional. Maximum 2 characters. The bank account code that identifies the bank account used for the prepay displays.

PREPAY CHECK NUMBER - Optional. Maximum 7 digits. The check number of the prepay check displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Detail Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Detail Maintenance, Union Earnings File Screen

The system displays this screen when you select Union Earnings File (“11”) at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain an employee’s earnings by union.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

Union Earnings File

Employee number: 00001 Type: P/R mth/year: 12/98 W/E date: 12/13/98
 Union number: 6 Sub-union number:

Wage Rate	Pay	Hours	Fringe		
1	1000.00	40.00	Health/welfare	146.00	
2	.00	.00	Pension	104.80	
3	.00	.00	Misc. 1/2	8.48	3.60
4	.00	.00	Misc. 3/4	20.00	16.00
5	.00	.00	Misc. 5/6	14.00	12.00
			Misc. 7/8	10.00	8.00
			Misc. 9/10	6.00	4.00
			Misc. 11/12	2.00	1.60
			Misc. 13	1.20	
			Pct. of gross	10.00	
Vacation in	135.20		Unlimited		
Vacation out	135.20		Vacation in/out	135.20	135.20
Dues	.00		Dues	.00	
Initiation	.00		Initiation	.00	
Misc. union ded	.00		Misc. ded	.00	
Taxable lump sum	.00				
Non-taxable lump sum	.00				

Qtr: 4

Enter=OK F3=Exit F12=Cancel

Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message “No Master Record Found.”

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the

earnings record.

UNION NUMBER - Display only. The number that identifies the first union to which the selection criteria apply displays.

SUBUNION NUMBER - Display only. The number that identifies the first applicable sub-union of the union displays.

WAGE RATE (Wage Rates 1 through 5) - Display only. For each wage rate, the amount paid and the number of hours entered under this union display:

PAY - Optional. Maximum 9 digits, 2 decimals. For each wage rate, the total earnings posted display.

HOURS - Optional. Maximum 5 digits, 2 decimals. For each wage rate, the total hours processed display.

VACATION IN - Optional. Maximum 7 digits, 2 decimals. The actual amount added to the specified employee's gross earnings as vacation pay display.

VACATION OUT - Optional. Maximum 7 digits, 2 decimals. The actual amount withheld from the employee's net earnings as vacation pay displays.

DUES - Optional. Maximum 7 digits, 2 decimals. The actual amount of union dues withheld from the employee's net earnings displays.

INITIATION - Optional. Maximum 7 digits, 2 decimals. The actual amount of union initiation fees withheld from the employee's net earnings displays.

MISC UNION DED (Miscellaneous Union Deductions) - Optional. Maximum 7 digits, 2 decimals. The actual amount of miscellaneous union deductions withheld from the employee's net earnings displays.

TAXABLE LUMP SUM - Optional. Maximum 7 digits, 2 decimals. The employee's taxable lump sum earnings display.

NON-TAXABLE LUMP SUM - Optional. Maximum 7 digits, 2 decimals. The employee's nontaxable lump sum earnings display.

FRINGE - The following fields indicate employer contributions for union-determined fringe benefits:

HEALTH/WELFARE - Optional. Maximum 7 digits, 2 decimals. The amount contributed for health and welfare in the period displays.

PENSION - Optional. Maximum 7 digits, 2 decimals. The amount contributed for pension in the period displays.

MISC. 1 - 13 - Optional. Maximum 7 digits, 2 decimals. In the corresponding field, the amount contributed for miscellaneous union fringes 1-13 for the pay period displays.

PCT OF GROSS - Optional. Maximum 7 digits, 2 decimals. The amount contributed for fringe as a percent of the employee's gross earnings in this period displays.

UNLIMITED - The system displays amounts that would have been withheld from the employee's pay if no monthly limits were specified in the Union Master file:

VACATION IN - Optional. Maximum 7 digits, 2 decimals. The amount of

vacation pay that would have been added to the employee's gross earnings if no monthly limit applied to vacation.

VACATION OUT - Optional. Maximum 7 digits, 2 decimals. The amount of vacation pay that would have been withheld from the employee's net earnings if no monthly limit applied to vacation.

DUES - Optional. Maximum 7 digits, 2 decimals. The amount of union dues that would have been withheld if no monthly limit applied to union dues.

INITIATION - Optional. Maximum 7 digits, 2 decimals. The union initiation amount that would have been withheld if no monthly limit applied to union initiation.

MISC. DED (Miscellaneous Union Deductions) - Optional. Maximum 7 digits, 2 decimals. The miscellaneous union deduction amount that would have been withheld if no limit applied to miscellaneous union deductions.

QTR (Quarter) - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Detail Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Detail Maintenance, Union Prepay File Screen

The system displays this screen when you type select Union Prepay File (“12”) at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain an employee’s prepay records by union.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

MCP903 PAYROLL DETAIL MAINTENANCE

Options Help

Union Prepay File

Employee number 00008 Type ☐ P/R mth/year 12/98 W/E date 12/21/98

Union number 8 Sub-union number

Vacation in 120.40

Vacation out 120.40

Dues .00

Initiation .00

Misc. union ded .00

Qtr 4

Bank code WF

Prepay check number 1069

Enter=OK F3=Exit F12=Cancel

Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message “No Master Record Found.”

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the earnings record.

UNION NUMBER - Display only. The number that identifies the first union to which the selection criteria apply displays.

SUBUNION NUMBER - Display only. The number that identifies the first applicable sub-union of the union number described above displays.

VACATION IN - Optional. Maximum 7 digits, 2 decimals. The amount added to the gross prepay amount as vacation pay displays.

VACATION OUT - Optional. Maximum 7 digits, 2 decimals. The amount withheld from the employee's prepay as vacation pay displays.

DUES - Optional. Maximum 7 digits, 2 decimals. The amount of union dues withheld from the employee's check for the prepay displays.

INITIATION - Optional. Maximum 7 digits, 2 decimals. The amount of union initiation fees withheld from the employee's check for the prepay displays.

MISC UNION DED (Miscellaneous Union Deductions) - Optional. Maximum 7 digits, 2 decimals. The amount of miscellaneous union deductions withheld from the employee's check for the prepay displays.

QTR (Quarter) - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.

BANK CODE - Optional. Maximum 2 characters. The bank account code that identifies the bank account used for the prepay displays.

PREPAY CHECK NUMBER - Optional. Maximum 7 digits. The check number of the prepay check displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Detail Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Detail Maintenance, 401K Deduction File Screen

The system displays this screen when you select 401K Deductions File (“13”) at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain an employee’s 401k deductions.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

The screenshot shows a window titled "MCP903 PAYROLL DETAIL MAINTENANCE" with a menu bar containing "Options" and "Help". The main title is "401K Deductions File". Below this, there are several input fields arranged in a form. The first row contains "Employee number" with the value "00006", "Type" with a blank field, "P/R mth/year" with the value "12/98", and "W/E date" with the value "12/18/98". The second row contains "Deduction number" with the value "401". Below these, there are two more fields: "Deduction amount" with the value "11.35" and "Qtr" with the value "4". At the bottom of the screen, there are three buttons: "Enter=OK" with a green checkmark icon, "F3=Exit" with a red X icon, and "F12=Cancel" with a red circle and slash icon. There are also navigation arrows at the bottom right.

Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message “No Master Record Found.”

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the

earnings record.

DEDUCTION NUMBER - Display only. The number that identifies the deduction record displays.

DEDUCTION AMOUNT - Optional. Maximum 9 digits, 2 decimals. The 401K or 125S deduction amount taken for the period displays.

QTR (Quarter) - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Detail Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Detail Maintenance, 401K Deductions Prepay File Screen

The system displays this screen when you select Deductions Prepay File (“14”) at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain an employee’s 401k deductions on prepays.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

MCP903 PAYROLL DETAIL MAINTENANCE

Options Help

401K Deductions Prepay File

Employee number Type P/R mth/year W/E date

Deduction number

Deduction amount

Qtr

Bank code

Prepay check number

Enter=OK F3=Exit F12=Cancel

CC01 NO MASTER RECORD FOUND.

Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message “No Master Record Found.”

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the

earnings record.

DEDUCTION NUMBER - Optional. Maximum three digits. This field displays the deduction code that identifies the prepay 401k deduction record you are maintaining.

DEDUCTION AMOUNT - Optional. Maximum 9 digits, 2 decimals. The 401K or 125S deduction amount taken for the prepay displays.

QTR (Quarter) - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.

BANK CODE - Optional. Maximum 2 characters. The bank account code that identifies the bank account used for the prepay displays.

PREPAY CHECK NUMBER - Optional. Maximum 7 digits. The check number of the prepay check displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Detail Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Detail Maintenance, SUI State Earnings File Screen

The system displays this screen when you select State SUI Earnings File (“15”) at the Payroll Detail Maintenance screen or Roll from a previous screen with valid header information.

Use this screen to maintain an employee’s SUI earnings by state.

When you first access this screen, the detail fields are display only. When you fill all header information for a record in the file, the detail fields become optional.

MCP903 PAYROLL DETAIL MAINTENANCE

Options Help

SUI State Earnings File

Employee number 00001 P/R mth/year 12/98 W/E date 12/13/98

State 6

Gross SUI earnings 1135.20

Gross SUI sick earnings .00

Deduction before SUI .00

Net SUI applied 1135.20

Qtr 4

Enter=OK F3=Exit F12=Cancel

Field Descriptions

The employee, type, month/year and week-ending date combination must be valid in the file or the system displays the message “No Master Record Found.”

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TYPE (Check Type) - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

P/R MTH/YEAR - Required. Maximum 4 digits. Type the payroll month and year for the earnings record.

W/E DATE - Required. Maximum 6 digits. Type the week ending date for the

earnings record.

STATE - Display only. The system displays the code that identifies the state for the specified record.

GROSS SUI EARNINGS - Optional. Maximum 9 digits, 2 decimals. The gross earnings for the period displays.

GROSS SUI SICK EARNINGS - Optional. Maximum 9 digits, 2 decimals. The gross sick pay amount for the period displays.

DEDUCTION BEFORE SUI - Optional. Maximum 9 digits, 2 decimals. The amount deducted from earnings prior to the calculation of state unemployment insurance tax displays.

NET SUI APPLIED - Optional. Maximum 9 digits, 2 decimals. The net earnings amount to which the state unemployment insurance tax calculation was applied for the period displays.

QTR (Quarter) - Optional. One digit. The quarter used for the period ending date record in the Date Schedule file displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Detail Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee, check type, month/year, and week-ending date combination.

Payroll Summary Maintenance

Access

Menu 104, Option 3

Description

Use this option to maintain summarized payroll records in the Labor Master files. Depending upon the file selection you make, the files maintained with this option are:

Labor Master - Federal And Base (AALBMS)

Labor Master - State (ABLBMS)

Labor Master - City (ACLBMS)

Labor Master - Deductions (ADLBMS)

Labor Master - Unions (AELBMS)

Labor Master - County (AFLBMS)

Labor Master (AGLBMS)

Labor Master - 401K Deductions (AJLBMS)

Access both Payroll Summary and Payroll Detail Maintenance screens from the same menu option. This section describes the screens used for maintaining summary earnings records. To maintain detail earnings records, see the previous section titled "Payroll Detail Maintenance."

Caution: Maintaining fields in one earnings file will not automatically maintain corresponding fields in another. Maintenance to many files may be necessary or unreliable results may occur. For example, if you change an employee's gross earnings amount in the federal labor master record, you also need to change the gross earnings in one or more state labor master records.

Detail and Summary files must remain in balance for each employee:

Detail (earnings records + prepay records) amounts = Summary amount


The system automatically maintains employee earnings records; they rarely require correction. After making any changes, you should run the Audit Report for the employee whose records you changed to be sure the two files are in balance and save the Employee Maintenance Log as an audit trail.

Procedure

Step 1: At the P/R Personnel Menu (104) choose Option 3, Earnings Maintenance.

The system displays the Personnel Earnings Maintenance screen.

Note: Your company may restrict access to these screens. If the system does not display the Personnel Earnings Maintenance screen, see your system administrator.

- Step 2:** At the Personnel Earnings Maintenance screen, select the year and maintenance type and press Enter.
- If you select Detail Earnings/Prepays (“D”), the system displays the Payroll Detail Maintenance screen. For information on Detail Maintenance, see “Payroll Detail Maintenance” in this chapter.
- If you select Labor Master Summary (“L”), the system displays the Payroll Summary Maintenance screen.
- Step 3:** At the Payroll Summary Maintenance screens, select the file you want and press Enter. The system displays the Payroll Summary Maintenance screen with the file you selected as the subtitle.
- Step 4:** At the Payroll Summary Maintenance, file screen, select the record you want; add, maintain, or delete information according to the Field Descriptions; and press Enter.
- To access the next record, press F7.
- To access the previous record, press F8.
- To access the next file for the specified employee, check type, month/year and week-ending date combination, press Roll. 
- To return to the Payroll Summary Maintenance screen, press F12.
- Step 5:** To return to the Personnel Earnings Maintenance screen, press F3.

Personnel Earnings Maintenance Screen

The system displays the Personnel Earnings Maintenance screen when you select Earnings at the P/R Personnel Menu.

Use this screen to access the Payroll Summary Maintenance screens for the current or prior year.

Field Descriptions

SELECT PAYROLL YEAR - Required. To access the earnings records of the current year, select Current Year (“C”).

To access prior year records, select Prior Year (“P”).

SELECT MAINTENANCE TYPE - Required. To maintain detail records, select Detail earnings/pre pays (“D”). Detail earnings maintenance is described in the preceding section.

To maintain summary records, select Labor Master Summary (“L”).

Function Key Descriptions

F3 Return to the menu.

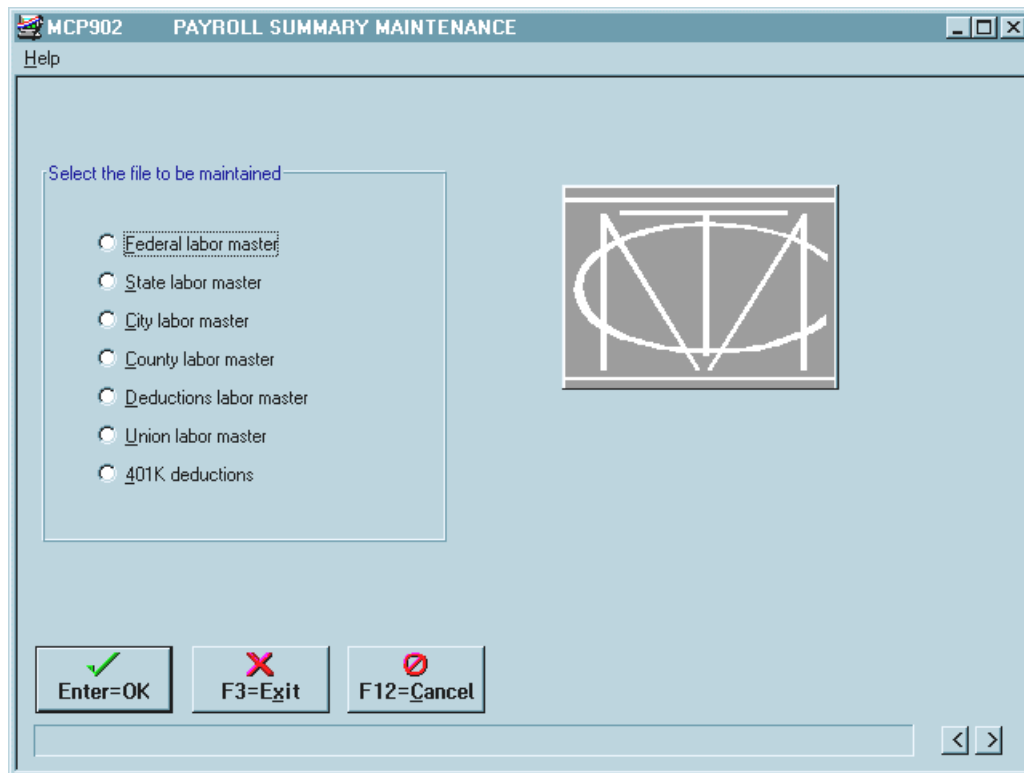
F12 Return to the menu.

Enter Access the record type selection screen for the year and earnings type you entered.

Payroll Summary Maintenance Screen

The system displays this screen when you select Labor Master Summary at the Personnel Earnings Maintenance screen.

Use this screen to select the type of summary records you want to maintain.



Field Descriptions

SELECT THE FILE TO BE MAINTAINED - Required. Select the file that identifies the summary earnings records you want.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen.

F12 Return to the Personnel Earnings Maintenance screen.

Enter Access the maintenance screen for the summary earnings file you select.

Payroll Summary Maintenance, Federal Labor Master Screen

The system displays this screen when you select Federal Labor Master (“1”) at the Payroll Summary Maintenance screen or Roll from a previous screen.

Use this screen to maintain summarized federal earnings for an employee.

When you access this screen from the Payroll Summary Maintenance screen, the summary fields are display only. When you fill all header information for a valid record, the summary fields become optional.

	Tax gross	Sick gross	Non-tax Gross	F.I.T	F.I.C.A. AMOUNTS	Hours
					OASDI MEDICARE	
QTD-1	8193.28	227.04	.00	1468.05	507.99 118.79	281.00
QTD-2	.00	.00	.00	.00	.00 .00	.00
QTD-3	.00	.00	.00	.00	.00 .00	.00
QTD-4	.00	.00	.00	.00	.00 .00	.00

Enter=OK F3=Exit F12=Cancel

Field Descriptions

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

TAX GROSS (Taxable Gross Earnings) - Optional. Maximum 9 digits, 2 decimals. The employee’s total taxable gross earnings for each quarter displays.

SICK GROSS (Sick Pay Gross Amount) - Optional. Maximum 9 digits, 2 decimals. The employee’s total sick gross earnings for each quarter displays.

NON-TAX GROSS (Nontaxable Gross Earnings) - Optional. Maximum 9 digits, 2 decimals. The employee’s total nontaxable gross earnings in each quarter displays.

F.I.T. (Federal Income Tax) - Optional. Maximum 9 digits, 2 decimals. The total

amount of federal income tax withheld in each quarter for the employee displays.

F.I.C.A. AMOUNTS (Federal Insurance Contribution Act) - The fields below display amounts withheld for social security benefits.

OASDI - Optional. Maximum 9 digits, 2 decimals. The total amount of Old Age Survivors and Disability Insurance withheld in each quarter for the employee displays.

MEDICARE - Optional. Maximum 9 digits, 2 decimals. The total amount of Medicare withheld in each quarter for the employee displays.

HOURS - Optional. Maximum 7 digits, 2 decimals. The total number of hours the employee worked in the quarter displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Summary Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee.

Payroll Summary Maintenance, State Labor Master Screen

The system displays this screen when you select State Labor Master (“2”) at the Payroll Summary Maintenance screen or Roll from a previous screen.

Use this screen to maintain summarized state earnings for an employee.

When you access this screen from the Payroll Summary Maintenance screen, the summary fields are display only. When you fill all header information for a valid record, the summary fields become optional.

MCP902 PAYROLL SUMMARY MAINTENANCE

Options Help

State Labor Master

Employee number: 00006 State: 6

	Tax gross	Sick gross	Non-tax Gross	S.I.T	S.D.I	S.U.I
QTD-1	5285.44	.00	450.00	235.60	260.86	282.11
QTD-2	.00	.00	.00	.00	.00	.00
QTD-3	.00	.00	.00	.00	.00	.00
QTD-4	.00	.00	.00	.00	.00	.00

SUI earnings

	Toward	Beyond
In-state	5224.09	.00
Reciprocal	5224.09	.00

Enter=OK F3=Exit F12=Cancel

Field Descriptions

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

STATE - Required. Maximum 2 digits. Type the state code for the state labor master record you want.

TAX GROSS (Taxable Gross Earnings) - Optional. Maximum 9 digits, 2 decimals. The taxable gross earned while working in this state displays for each quarter.

SICK GROSS (Sick Pay Gross Amount) -Optional. Maximum 9 digits, 2 decimals. The sick gross earned while working in this state displays for each quarter.

NON-TAX GROSS (Nontaxable Gross Earnings) - Optional. Maximum 9 digits,

2 decimals. The nontaxable gross earned while working in this state displays for each quarter.

S.I.T. (State Income Tax) - Optional. Maximum 9 digits, 2 decimals. The total amount per quarter withheld from the employee's earnings for the state's income tax.

S.D.I. (State Disability Insurance Tax) - Optional. Maximum 9 digits, 2 decimals. The total amount per quarter withheld from the employee's earnings for the state's disability insurance.

S.U.I. (State Unemployment Insurance Tax) - Optional. Maximum 9 digits, 2 decimals. The total amount per quarter withheld from the employee's earnings for the state's unemployment insurance.

S.U.I. EARNINGS - The amounts earned toward S.U.I. limits display in the following fields. The S.U.I. limit amount is set up in the state tax tables.

TOWARD

IN-STATE - Optional. The amount earned in this state that goes toward the S.U.I. limits displays.

RECIPROCAL - Optional. If this state is a reciprocal state, the gross earnings from another state used toward the S.U.I. limits of this state display.

BEYOND

IN-STATE - Optional. The amount earned in this state that goes beyond the S.U.I. limits displays.

RECIPROCAL - Optional. If reciprocity agreement records have been set up for this state, the amounts earned in other states that go beyond the S.U.I. limits of this state display.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Summary Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee.

Payroll Summary Maintenance, City Labor Master Screen

The system displays this screen when you select City Labor Master (“3”) at the Payroll Summary Maintenance screen or Roll from a previous screen.

Use this screen to maintain summarized city earnings for an employee.

When you access this screen from the Payroll Summary Maintenance screen, the summary fields are display only. When you fill all header information for a valid record, the summary fields become optional.

	Tax gross	Sick gross	Non-tax Gross	Tax	Wks
QTD-1	3361.20	.00	.00	59.53	1
QTD-2	.00	.00	.00	.00	0
QTD-3	.00	.00	.00	.00	0
QTD-4	.00	.00	.00	.00	0

Field Descriptions

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

STATE - Required. Maximum 2 digits. Type the state code for the state labor master record you want.

CITY - Required. Maximum 4 digits. Type the city code for the city labor master record you want.

TAX GROSS (Taxable Gross Earnings) - Optional. Maximum 9 digits, 2 decimals. The taxable gross earned while working in this city displays for each quarter.

SICK GROSS (Sick Pay Gross Amount) -Optional. Maximum 9 digits, 2 decimals. The sick gross earned while working in this city displays for each

quarter.

NON-TAX GROSS (Nontaxable Gross Earnings) - Optional. Maximum 9 digits, 2 decimals. The nontaxable gross earned while working in this city displays for each quarter.

TAX - (City Tax Withheld) Optional. Maximum 7 digits, 2 decimals. The city tax withheld for this city displays for each quarter.

WKS WRKD - (Weeks Worked) Optional. Maximum 2 digits. The approximate number of weeks the employee has paid taxes for this city displays for each quarter. The system calculates weeks worked on pay frequency and may be slightly different than actual weeks worked if your company pays employees semi-monthly or monthly.

If an employee is paid: **the system adds this number at update.**

weekly	1
biweekly	2
semimonthly	2
monthly	4

This field is updated with each payroll completion process. If pay periods have been added for adjustment and the employee is included in the adjustment run, the system will add a week worked to this field based on pay frequency.

The system will not count a week worked if the employee's gross pay does not exceed the minimum amounts in the State Tax Table. For more information, see "Tax Table Maintenance" in Chapter 3.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Summary Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee.

Payroll Summary Maintenance, County Labor Master Screen

The system displays this screen when you select County Labor Master (“4”) at the Payroll Summary Maintenance screen or Roll from a previous screen.

Use this screen to maintain summarized county earnings for an employee.

When you access this screen from the Payroll Summary Maintenance screen, the summary fields are display only. When you fill all header information for a valid record, the summary fields become optional.

	Tax gross	Sick gross	Non-tax Gross	Tax	Wks Wkld
QTD-1	3361.20	.00	.00	178.60	1
QTD-2	.00	.00	.00	.00	0
QTD-3	.00	.00	.00	.00	0
QTD-4	.00	.00	.00	.00	0

Field Descriptions

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

STATE - Required. Maximum 2 digits. Type the state code for the state labor master record you want.

COUNTY - Required. Maximum 4 digits. Type the county code for the county labor master record you want.

TAX GROSS (Taxable Gross Earnings) - Optional. Maximum 9 digits, 2 decimals. The taxable gross earned while working in this county displays for each quarter.

SICK GROSS (Sick Pay Gross Amount) -Optional. Maximum 9 digits, 2

decimals. The sick gross earned while working in this county displays for each quarter.

NON-TAX GROSS (Nontaxable Gross Earnings) - Optional. Maximum 9 digits, 2 decimals. The nontaxable gross earned while working in this county displays for each quarter.

TAX - (City Tax Withheld) Optional. Maximum 7 digits, 2 decimals. The city tax withheld for this county displays for each quarter.

WKS WRKD - (Weeks Worked) Optional. Maximum 2 digits. The number of weeks the employee has paid taxes for this county displays for each quarter. The system calculates weeks worked on pay frequency and may be slightly different than actual weeks worked if your company pays employees semi-monthly or monthly.

If an employee is paid: **the system adds this number at update.**

weekly	1
biweekly	2
semimonthly	2
monthly	4

This field is updated with each payroll completion process. If pay periods have been added for adjustment and the employee is included in the adjustment run, the system will add a week worked to this field based on pay frequency.

The system will not count a week worked if the employee's gross pay does not exceed the minimum amounts in the State Tax Table. For more information, see "Tax Table Maintenance" in Chapter 3.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Summary Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee.

Payroll Summary Maintenance, Deductions Labor Master Screen

The system displays this screen when you select Deductions Labor Master (“5”) at the Payroll Summary Maintenance screen or Roll from a previous screen.

Use this screen to maintain summarized deduction earnings for an employee.

When you access this screen from the Payroll Summary Maintenance screen, the summary fields are display only. When you fill all header information for a valid record, the summary fields become optional.

The screenshot shows a window titled "MCP902 PAYROLL SUMMARY MAINTENANCE" with a menu bar containing "Options" and "Help". The main title is "Deductions Labor Master". Below the title is a header section with "Employee number" (00008) and "Check Type" (a small square icon). The main area is a yellow box containing "Deduction no" (40), "MTD deducted" (20.00), "YTD deducted" (60.00), and "TTD deducted" (540.00). At the bottom are three buttons: "Enter=OK" (with a green checkmark), "F3=Exit" (with a red X), and "F12=Cancel" (with a red circle and slash). There are also navigation arrows at the bottom right.

Field Descriptions

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

CHECK TYPE - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

DEDUCTION NO - Display only. The deduction code that identifies the miscellaneous deduction record displays.

MTD DEDUCTED (Month-To-Date Deducted) - Optional. Maximum 9 digits, 2 decimals. The month-to-date amount taken for the deduction displays. The system clears the MTD amount when you run a payroll completion for a period that has a Clear Deduction flag in the Date Schedule file.

YTD DEDUCTED (Year-To-Date Deducted) - Optional. Maximum 9 digits, 2 decimals. The year-to-date amount taken for the deduction displays. The system clears the YTD amount when you run a year-end transition.

TTD DEDUCTED (Total-To-Date Deducted) - Optional. Maximum 9 digits, 2 decimals. The total-to-date amount taken for the deduction displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Summary Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee.

Payroll Summary Maintenance, Union Labor Master Screen

The system displays this screen when you select Union Labor Master (“6”) at the Payroll Summary Maintenance screen or Roll from a previous screen.

Use this screen to maintain summarized union earnings for an employee.

When you access this screen from the Payroll Summary Maintenance screen, the summary fields are display only. When you fill all header information for a valid record, the summary fields become optional.

Union Labor Master			
Employee number	00009		
Union code	0006		
MTD vacation-in	108.16	YTD vacation-in	367.22
MTD vacation-out	108.16	YTD vacation-out	367.22
MTD dues	22.00	YTD dues	44.00
MTD initiation	.00	YTD initiation	.00
MTD misc dues	.00	YTD misc dues	.00
MTD hours	32.00	YTD hours	122.00
MTD tax gross	800.00	YTD tax gross	3050.00

Enter=OK F3=Exit F12=Cancel

Field Descriptions

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

UNION CODE - Required. Maximum 4 digits. Type the number that identifies the union record you want.

MTD VACATION-IN - Optional. Maximum 9 digits, 2 decimals. The total vacation-in amount added to the employee's gross pay for the month displays.

MTD VACATION-OUT - Optional. Maximum 9 digits, 2 decimals. The total vacation-out amount deducted from the employee's net pay for the month displays.

MTD DUES - Optional. Maximum 9 digits, 2 decimals. The total union dues

amount deducted from the employee's net pay for the month displays.

MTD INITIATION - Optional. Maximum 9 digits, 2 decimals. The total union initiation amount deducted from the employee's net pay for the month displays.

MTD MISC DEDS (Miscellaneous Deductions) - Optional. Maximum 9 digits, 2 decimals. The total amount deducted from the employee's net pay for miscellaneous union deductions during the month displays.

MTD HOURS - Optional. Maximum 9 digits, 2 decimals. The number of hours posted for this employee under this union for the month displays.

MTD TAX GROSS - Optional. Maximum 9 digits, 2 decimals. The taxable gross earned by the employee under this union for the month displays. This amount does not include vacation pay.

YTD VACATION-IN - Optional. Maximum 9 digits, 2 decimals. The total vacation-in amount added to the employee's gross pay for the year displays.

YTD VACATION-OUT - Optional. Maximum 9 digits, 2 decimals. The total vacation-out amount deducted from the employee's net pay for the year displays.

YTD DUES - Optional. Maximum 9 digits, 2 decimals. The total union dues amount deducted from the employee's net pay displays.

YTD INITIATION - Optional. Maximum 9 digits, 2 decimals. The total union initiation amount deducted from the employee's net pay for the year displays.

YTD MISC DEDS - Optional. Maximum 9 digits, 2 decimals. The total amount deducted from the employee's net pay for miscellaneous union deductions during the year displays.

YTD HOURS - Optional. Maximum 9 digits, 2 decimals. The number of hours posted for this employee under this union for the year displays.

YTD TAX GROSS - Optional. Maximum 9 digits, 2 decimals. The taxable gross earned by the employee under this union for the year displays. This amount does not include vacation pay.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Summary Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee.

Payroll Summary Maintenance, 401K Deductions Screen

The system displays this screen when you select 401K Deductions (“7”) at the Payroll Summary Maintenance screen or Roll from a previous screen.

Use this screen to maintain summarized 401K deduction earnings for an employee.

When you access this screen from the Payroll Summary Maintenance screen, the summary fields are display only. When you fill all header information for a valid record, the summary fields become optional.

MCP902 PAYROLL SUMMARY MAINTENANCE

Options Help

401K Deductions

Employee number 00030 Check type ☐

Designator E

State

City

County

Deduction no 500

	MTD	YTD	TTD
Fed/State/Cnty/City	.00	1135.00	1135.00
FICA/SDI tax	.00	.00	.00
FUI/SUI tax	.00	.00	.00

Enter=OK F3=Exit F12=Cancel

Field Descriptions

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type the code that identifies the employee for the earnings record.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

CHECK TYPE - Required. One character. Type the check type code that identifies the type of payroll check used for the earnings record. Blank represents routine payroll.

DESIGNATOR - Display only. An “I” displays if this is an employee deduction. An “E” displays if it is an employer contribution.

STATE - Display only. The state code for the state in which the 401k deduction is taken displays. For a federal record, this field is blank.

If this is a federal record, the information in the to-date fields apply to the

federal limits.

If this is a state record with no city or county, the information in the to-date fields apply to the state limits.

CITY - Display only. The city code for the city in which the 401k deduction is taken displays. If no city-related limits exist, this field is blank.

If this is a city record, the information in the to-date fields apply to the city limits.

COUNTY - Display only. The county code for the county in which the 401k deduction is taken displays. If no county-related limits exist, this field is blank.

If this is a county record, the information in the to-date fields apply to the county limits.

DEDUCTION NO - Display only. The deduction code that identifies the 401K/125S deduction record displays.

MTD, YTD, and TTD (Month-to-Date, Year-to-Date, and Total-to-Date) - The amount taken for this deduction this month, this year and total displays.

The system clears monthly amounts when you complete a payroll period with a Clear Deductions flag in the Date Schedule file. Yearly amounts are cleared with Year end transition.

FED/STATE/CNTY/CITY - Optional. Maximum 9 digits, 2 decimals. The amount taken prior to federal, state, county or city taxes displays.

FICA/SDI TAX - Optional. Maximum 9 digits, 2 decimals. The amount taken prior to FICA or SDI displays.

FUI/SUI - Optional. Maximum 9 digits, 2 decimals. The amount taken prior to FUI or SUI displays.

Function Key Descriptions

F3 Return to the Personnel Earnings Maintenance screen without saving.

F7 Display the next record.

F8 Display the previous record.

F12 Return to the Payroll Summary Maintenance screen.

Enter Save the information entered or displayed.

Roll Access the next file for the employee.

Chapter 5: Inquiry

This chapter tells you how to view Payroll information online. An inquiry will show information that has been entered in master files and as a result of processing.

In This Chapter

Earnings Inquiry	5-3
Benefits Inquiry	5-30

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Earnings Inquiry

Access

Menu 158, Option 11

Description

Use this option to view individual employee earnings records or print a listing of the earnings.

To print a listing of an employee's earnings information, press F17 at the summary display screen. The system will print the Employee Earnings Listing.

For a description of the rows and columns on this report, see "Employee Earnings Listing (MCP170)" in Chapter 6.

Although you can access the Detail Selection and Earnings Detail screens from any Employee Earnings Inquiry screen, the screens are described at the end of this task.

Procedure

Step 1: At the P/R Exception Reports and Inquiry Menu (158) choose Option 11, Employee Earnings. The system displays the Employee Earnings Inquiry, Selection Criteria screen.

Step 2: At the Employee Earnings Inquiry, Selection Criteria screen, type the employee number and date range for earnings you want to view and press Enter. The system displays the Employee Earnings Inquiry, Summary Display screen.

Step 3: At the Employee Earnings Inquiry, Summary Display screen, you can access specific inquiry records or print a listing of the employee's earnings.

To return to the previous screen, press F12.

To access state records, press F14.

To access SUI records, press F15.

To access insurance records, press F16.

To print a listing of all the employee's earnings, press F17.

To access federal records, press F18.

To access city records, press F19.

To access deduction records, press F20.

To access union records, press F21.

To access county records, press F22.

Except when you press F17, the system displays the Earnings by W/E Date screen for the specific record you have chosen.

Step 4: At any of the Earnings by W/E Date screens, you can select a record to view

details.

To access the detail, select a record and press Fetch (“F”). The system displays the Employee Earnings Inquiry, Detail Selection screen.

To return to the previous screen, press F12.

Step 5: At the Employee Earnings Inquiry, Union Earnings By W/E Date, you can also view the detail for miscellaneous fringe.

To access the detail for miscellaneous fringe, select a record and press Misc. Fringe Detail (“R”). The system displays the Employee Earnings Inquiry, Fringe Detail screen where you can view miscellaneous fringe paid for the week ending date selected.

To return to the previous screen, press F12.

Step 6: At the Employee Earnings Inquiry, Detail Selection screen, you can select a week ending date to view further detail.

To access the record detail, press Fetch (“F”). The system displays the Employee Earnings Inquiry, Earnings Detail screen.

To return to the previous screen, press F12.

Step 7: To return to the P/R Inquiry and Exception Reports Menu, press F3.

Employee Earnings Inquiry, Selection Criteria Screen

The system displays this screen when you select Earnings Inquiry at the P/R Exception Reports and Inquiry Menu.

Use this screen to specify the employee and a date range for the earnings records you want to view.

Field Descriptions

EMPLOYEE NUMBER - Required. Maximum 5 characters. Type a valid employee number to identify the employee whose earnings you want to view.

FROM DATE - Required. Maximum 6 digits. To specify a date to begin the earnings inquiry, type the date.

TO DATE - Optional. Maximum 6 digits. To specify a date to end the earnings inquiry, type the date.

To view earnings through the current payroll date, leave blank.

Function Key Descriptions

F3 Return to the menu.

F4 Access the Window List for the field the cursor is in.

F12 Return to the menu.

Enter Access the Summary Detail screen for the employee and dates you specify.

Employee Earnings Inquiry, Summary Display Screen

The system displays this screen when you press Enter at the Selection Criteria screen.

Use this screen to view the hours worked at each wage rate and the total hours, federal gross earnings, amounts withheld for federal and state taxes, and the total deductions for the date range you specified at the selection screen.

Summary Display
From 1/01/99 To 99/99/99

Employee no 00013

Name	LOSHINI, AMY	Social Security #	543-35-2987
Address	1345 WINDING ROAD	Marital status	1
City, State	TURLOCK, CA		
Postal code	95380	Hire date	11/21/98
Telephone	209-669-4311	Termination date	0/00/00

	Wage 1	Wage 2	Wage 3	Wage 4	Wage 5	Total
Hours worked	434.00	2.00	.00	.00	.00	436.00
Gross	14,098.68	SIT		819.74		
FIT	2,911.59	SDI		623.17		
FICA(OASDI)	843.10	SUI		673.03		
FICA(HI)	197.18	Deductions		2,355.68		

F3=Exit F12=Cancel

Field Descriptions

FROM - The beginning date selected at the previous screen displays.

TO - The ending date selected at the previous screen displays. If no ending date was specified, then "99/99/99" displays.

EMPLOYEE NO - The employee number selected at the previous screen displays.

NAME - The employee's last name, first name, and middle initial display from the Labor Master file.

SOCIAL SECURITY # - The employee's social security number displays.

ADDRESS - The employee's primary address displays.

MARITAL STATUS - The employee's marital status code displays.

CITY, STATE - The city and state for the employee's primary address displays.

POSTAL CODE - The postal code for the employee's primary address displays.

HIRE DATE - The employee's hire date displays from the Labor Master file.

TELEPHONE - The employee's telephone number displays.

TERMINATION DATE - The employee's termination date displays from the Labor Master file.

HOURS WORKED: WAGE 1 through TOTAL - The number of hours worked at each wage rate and the total number of hours worked within the date range specified display.

GROSS - The gross wages the employee earned within the date range displays.

SIT - The total withheld for State Income Tax within the date range displays.

FIT - The total withheld for the Federal Income Tax within the date range displays.

SDI - The total withheld for State Disability Insurance displays.

FICA(OASDI) - The total withheld for social security displays.

SUI - The total withheld for State Unemployment Insurance displays.

FICA(HI) - The total amount withheld for medicare displays.

DEDUCTIONS - The total deducted for miscellaneous deductions, 401K/125S deductions, vacation out, and union deductions displays.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the selection criteria screen.

F14 Access the State Earnings by W/E Date screen.

F15 Access the SUI Earnings by W/E Date screen.

F16 Access the Insurance Earnings by W/E Date screen.

F17 Print the Employee Earnings Listing.

F18 Access the Federal Earnings by W/E Date screen.

F19 Access the City Earnings by W/E Date screen.

F20 Access the Deductions Earnings by W/E Date screen.

F21 Access the Union Earnings by W/E Date screen.

F22 Access the County Earnings by W/E Date screen.

Employee Earnings Inquiry, Federal Earnings By W/E Date Screen

The system displays this screen when you press F18 at another Employee Earnings Inquiry screen.

Use this screen to view federal earnings information by week-ending date within the date range.

Federal Earnings By W/E Date
From 1/01/98 To 99/99/99

Employee # 00001 PORTER, JON

Fetch detail

P/D	W/E date	Check Number	Regular Hours	Overtime Hours	Gross Amount	Total Taxes	Total Deduction	Net Amount
P	5/07/99	1367	.00	.00	1000.00	500.00	.00	500.00
D	1/08/99	2020	40.00	.00	1135.20	554.41	222.90	357.89
D	1/01/99	2025	40.00	.00	1135.20	554.41	244.90	335.89
D	12/31/98	2015	32.00	.00	1135.20	551.33	222.90	360.97
D	12/30/98	2010	32.00	.00	735.20	317.06	201.66	216.48
D	12/29/98	2010	40.00	24.00	1135.20	551.33	244.90	338.97
D	12/29/98	2011	.00	.00	500.00	196.55	25.00	278.45
D	12/16/98	1050	.00	.00	227.04	71.14	32.04	123.86
D	12/15/98	1055	.00	.00	227.04	71.14	32.04	123.86
D	12/14/98	1051	8.00	.00	454.08	157.38	59.08	

Enter=OK F3=Exit F12=Cancel

Field Descriptions

FROM - The period beginning date displays.

TO - The period ending date displays. If no ending date was specified, then "99/99/99" displays.

EMPLOYEE # - The employee number displays.

(Name) - The employee's last name, first name, and middle initial display.

ACTION BUTTON - Optional. To view the earnings details, select the record and press Fetch Detail ("F").

The Employee Earnings Inquiry, Detail Selection and Employee Earnings Inquiry, Earnings Detail screens are described at the end of this task.

P/D (Prepay/Direct Deposit) - If the record was created through a prepay, a "P" displays. If the employee's earnings were paid with Direct Deposit, a "D" displays.

If the check for this pay period was suppressed, a "Y" displays.

W/E DATE - The week ending date displays for each pay period in which the employee had earnings. The system displays the most current record first, earliest record last.

CHECK NUMBER - The check number used for the record displays.

REGULAR HOURS - The straight time hours for the pay period display.

OVERTIME HOURS - The total overtime hours for the pay period display.

GROSS AMOUNT - The total taxable gross the employee earned displays.

TOTAL TAXES - The total withheld for state, county, city, and federal taxes display.

TOTAL DEDUCTION - The total deducted for miscellaneous deductions, 401K/125S deductions, vacation out, and union deductions display.

NET AMOUNT - The net amount paid to the employee displays.

Function Key Descriptions

- F3** Return to the menu.
- F12** Return to the previous screen.
- F14** Access the State Earnings by W/E Date screen.
- F15** Access the SUI Earnings by W/E Date screen.
- F16** Access the Insurance Earnings by W/E Date screen.
- F17** Print the Employee Earnings Listing.
- F18** Access the Federal Earnings by W/E Date screen.
- F19** Access the City Earnings by W/E Date screen.
- F20** Access the Deductions Earnings by W/E Date screen.
- F21** Access the Union Earnings by W/E Date screen.
- F22** Access the County Earnings by W/E Date screen.
- Roll** Access records not displayed.

Employee Earnings Inquiry, State Earnings By W/E Date Screen

The system displays this screen when you press F14 at another Employee Earnings Inquiry screen.

Use this screen to view state earnings information by week-ending date within the date range.

MCP970 EMPLOYEE EARNINGS INQUIRY

Options Help

State Earnings By W/E Date
From 5/01/99 To 5/30/99

Employee # 00006 RODRIGUES, MARCUS I

Fetch detail

PP	W/E Date	State	Sick Gross	Taxable Gross	Nontaxable Gross	SDI	SIT
	5/21/99	42	.00	.00	.00	.00	.00
P	5/21/99	42	.00	141.90	.00	6.74	.00
	5/14/99	6	.00	635.20	.00	28.92	18.11
P	5/14/99	6	.00	500.00	.00	.00	.00
	5/07/99	6	.00	1,135.20	.00	53.92	63.14
	5/01/99	6	.00	1,589.28	.00	75.49	105.37

Enter=OK F3=Exit F12=Cancel

Field Descriptions

FROM - The period beginning date displays.

TO - The period ending date displays. If no ending date was specified, then "99/99/99" displays.

EMPLOYEE # - The employee number displays.

(Name) - The employee's last name, first name, and middle initial display.

ACTION BUTTON - Optional. To view the earnings details, select the record and press Fetch Detail ("F").

The Employee Earnings Inquiry, Detail Selection and Employee Earnings Inquiry, Earnings Detail screens are described at the end of this task.

PP (Prepay) - If this record was paid with a prepay, a "P" displays.

W/E DATE - The week ending date displays for each pay period in which the employee had earnings. The system displays the most current record first, earliest record last.

STATE - The state code displays for each state in which earnings were paid.

SICK GROSS - The portion of gross that is sick pay displays.

TAXABLE GROSS - The total taxable earnings display.

NONTAXABLE GROSS - The total nontaxable earnings display.

SDI - The amount withheld for state disability insurance displays.

SIT - The amount withheld for state income tax displays.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

F18 Access the Federal Earnings by W/E Date screen.

F19 Access the City Earnings by W/E Date screen.

F20 Access the Deductions Earnings by W/E Date screen.

F21 Access the Union Earnings by W/E Date screen.

F22 Access the County Earnings by W/E Date screen.

Roll Access records not displayed.

Employee Earnings Inquiry, SUI Earnings By W/E Date Screen

The system displays this screen when you press F15 at another Employee Earnings Inquiry screen.

Use this screen to view state SUI information by week-ending date within the date range.

MCP970 EMPLOYEE EARNINGS INQUIRY

Options Help

S.U.I. Earnings By W/E Date
From 1/01/98 To 99/99/99

Employee # 00001 PORTER, JON

Fetch detail

W/E date	State	Taxable Gross	Sick Gross	Deductions Before SUI	Net SUI Applied
7/23/99	6	735.20	.00	36.76	.00
7/16/99	6	735.20	.00	36.76	.00
7/09/99	6	735.20	.00	36.76	638.62
7/02/99	6	588.16	.00	29.41	558.75
7/02/99	26	107.04	.00	.00	107.04
7/01/99	6	735.20	.00	36.76	698.44
6/25/99	6	857.84	.00	42.89	814.95
6/18/99	6	735.20	.00	36.76	698.44
5/07/99	6	1,470.40	.00	50.00	1,420.40
1/08/99	6	1,135.20	.00	50.00	1,085.20

Enter=OK F3=Exit F12=Cancel

Field Descriptions

FROM - The period beginning date displays.

TO - The period ending date displays. If no ending date was specified, then "99/99/99" displays.

EMPLOYEE # - The employee number displays.

(Name) - The employee's last name, first name, and middle initial display.

ACTION BUTTON - Optional. To view the earnings details, select the record and press Fetch Detail ("F").

The Employee Earnings Inquiry, Detail Selection and Employee Earnings Inquiry, Earnings Detail screens are described at the end of this task.

W/E DATE - The week ending date displays for each pay period in which the employee had earnings. The system displays the most current record first, earliest record last.

STATE - The state code displays for each state in which earnings were paid.

TAXABLE GROSS - The total taxable earnings display.

SICK GROSS - The portion of gross that is sick pay displays.

DEDUCTIONS BEFORE SUI - The amount of deductions taken prior to SUI calculations displays.

NET SUI APPLIED - The net amount to which SUI calculations were applied displays.

Function Key Descriptions

- F3** Return to the menu.
- F12** Return to the previous screen.
- F14** Access the State Earnings by W/E Date screen.
- F16** Access the Insurance Earnings by W/E Date screen.
- F17** Print the Employee Earnings Listing.
- F18** Access the Federal Earnings by W/E Date screen.
- F19** Access the City Earnings by W/E Date screen.
- F20** Access the Deductions Earnings by W/E Date screen.
- F21** Access the Union Earnings by W/E Date screen.
- F22** Access the County Earnings by W/E Date screen.
- Roll** Access records not displayed.

Employee Earnings Inquiry, County Earnings By W/E Date Screen

The system displays this screen when you press F22 at another Employee Earnings Inquiry screen.

Use this screen to view county earnings information by week-ending date within the date range.

MCP970 EMPLOYEE EARNINGS INQUIRY

Options Help

County Earnings By W/E Date

From 1/01/98 To 99/99/99

Employee # 00001 PORTER, JON

Fetch detail

PP	W/E date	State	County	Sick Gross	Taxable Gross	County Tax
	12/31/98	6	100	227.04	1,135.20	53.57
	12/30/98	6	100	.00	735.20	30.37
	12/29/98	6	100	.00	1,135.20	53.57
	12/29/98	6	100	.00	500.00	18.46

Enter=OK F3=Exit F12=Cancel

Field Descriptions

FROM - The period beginning date displays.

TO - The period ending date displays. If no ending date was specified, then "99/99/99" displays.

EMPLOYEE # - The employee number displays.

(Name) - The employee's last name, first name, and middle initial display.

ACTION BUTTON - Optional. To view the earnings details, select the record and press Fetch Detail ("F").

The Employee Earnings Inquiry, Detail Selection and Employee Earnings Inquiry, Earnings Detail screens are described at the end of this task.

PP (Prepay) - If this record was paid with a prepay, a "P" displays.

W/E DATE - The week ending date displays for each pay period in which the employee had earnings. The system displays the most current record first, earliest record last.

STATE - The state code displays for each state in which the employee worked.

COUNTY - The county code displays for each county in which the employee paid taxes.

SICK GROSS - The portion of gross that is sick pay displays.

TAXABLE GROSS - The total taxable earnings display.

COUNTY TAX - The total withheld for county taxes displays.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

F14 Access the State Earnings by W/E Date screen.

F15 Access the SUI Earnings by W/E Date screen.

F16 Access the Insurance Earnings by W/E Date screen.

F17 Print the Employee Earnings Listing.

F18 Access the Federal Earnings by W/E Date screen.

F19 Access the City Earnings by W/E Date screen.

F20 Access the Deductions Earnings by W/E Date screen.

F21 Access the Union Earnings by W/E Date screen.

F22 Access the County Earnings by W/E Date screen.

Roll Access records not displayed.

Employee Earnings Inquiry, City Earnings By W/E Date Screen

The system displays this screen when you press F19 at another Employee Earnings Inquiry screen.

Use this screen to view city earnings information by week-ending date within the date range.

MCP970 EMPLOYEE EARNINGS INQUIRY

Options Help

City Earnings By W/E Date

From 1/01/98 To 99/99/99

Employee # 00001 PORTER, JON

Fetch detail

PP	W/E date	State	City	Sick Gross	Taxable Gross	City Tax
	7/23/99	6	1001	.00	735.20	10.12
	7/16/99	6	1001	.00	735.20	10.12
	7/09/99	6	1001	.00	735.20	10.12
	7/02/99	6	1001	.00	588.16	7.33
	7/01/99	6	1001	.00	735.20	10.12
	6/25/99	6	1001	.00	857.84	12.45
	6/18/99	6	1001	.00	735.20	10.12
	5/07/99	6	1001	.00	1,470.40	24.56
	1/08/99	6	1001	.00	1,135.20	17.86
	1/01/99	6	1001	.00	1,135.20	17.86

Enter=OK F3=Exit F12=Cancel

Field Descriptions

FROM - The period beginning date displays.

TO - The period ending date displays. If no ending date was specified, then "99/99/99" displays.

EMPLOYEE # - The employee number displays.

(Name) - The employee's last name, first name, and middle initial display.

ACTION BUTTON - Optional. To view the earnings details, select the record and press Fetch Detail ("F").

The Employee Earnings Inquiry, Detail Selection and Employee Earnings Inquiry, Earnings Detail screens are described at the end of this task.

PP (Prepay) - If this record was paid with a prepay, a "P" displays.

W/E DATE - The week ending date displays for each pay period in which the employee had earnings. The system displays the most current record first, earliest record last.

STATE - The state code displays for each state in which the employee worked.

CITY - The city code displays for each city in which the employee paid taxes.

SICK GROSS - The portion of gross that is sick pay displays.

TAXABLE GROSS - The total taxable earnings display.

CITY TAX - The total withheld for city taxes displays.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

F14 Access the State Earnings by W/E Date screen.

F15 Access the SUI Earnings by W/E Date screen.

F16 Access the Insurance Earnings by W/E Date screen.

F17 Print the Employee Earnings Listing.

F18 Access the Federal Earnings by W/E Date screen.

F19 Access the City Earnings by W/E Date screen.

F20 Access the Deductions Earnings by W/E Date screen.

F21 Access the Union Earnings by W/E Date screen.

F22 Access the County Earnings by W/E Date screen.

Roll Access records not displayed.

Employee Earnings Inquiry, Deduction Earnings By W/E Date Screen

The system displays this screen when you press F20 at another Employee Earnings Inquiry screen.

Use this screen to view deduction earnings information by week-ending date within the date range.

MCP970 EMPLOYEE EARNINGS INQUIRY

Options Help

Deduction Earnings By W/E Date

From 1/01/98 To 99/99/99

Employee # 00001 PORTER, JON

Fetch detail

P	W/E date	Ded No.	Deduction description	Check Typ	Deduction amount
	7/23/99	8	INITIATION		10.00
	7/23/99	20	FED TAX GARNISHMENTS		5.00
	7/23/99	30	125S DEDUCTION		20.00
	7/23/99	401	401 K DEDUCTION	B	36.76
	7/23/99	500	EMPLOYER/EMPLOYEE 401K		14.70
	7/16/99	8	INITIATION		10.00
	7/16/99	20	FED TAX GARNISHMENTS		5.00
	7/16/99	30	125S DEDUCTION		45.00
	7/16/99	500	EMPLOYER/EMPLOYEE 401K		36.76

Enter=OK F3=Exit F12=Cancel

Field Descriptions

FROM - The period beginning date displays.

TO - The period ending date displays. If no ending date was specified, then "99/99/99" displays.

EMPLOYEE # - The employee number displays.

(Name) - The employee's last name, first name, and middle initial display.

ACTION BUTTON - Optional. To view the earnings details, select the record and press Fetch Detail ("F").

The Employee Earnings Inquiry, Detail Selection and Employee Earnings Inquiry, Earnings Detail screens are described at the end of this task.

PP (Prepay) - If this record was paid with a prepay, a "P" displays.

W/E DATE - The week ending date displays for each pay period in which the employee had earnings. The system displays the most current record first, earliest record last.

DED NO. (Deduction Number) - The deduction number displays separately for each record in the pay period.

DEDUCTION DESCRIPTION - The description of each deduction displays.

CHECK TYP - If the deduction was taken from a check with a check type, the check type displays.

DEDUCTION AMOUNT - The amount deducted displays.

Function Key Descriptions

- F3** Return to the menu.
- F12** Return to the previous screen.
- F14** Access the State Earnings by W/E Date screen.
- F15** Access the SUI Earnings by W/E Date screen.
- F16** Access the Insurance Earnings by W/E Date screen.
- F17** Print the Employee Earnings Listing.
- F18** Access the Federal Earnings by W/E Date screen.
- F19** Access the City Earnings by W/E Date screen.
- F20** Access the Deductions Earnings by W/E Date screen.
- F21** Access the Union Earnings by W/E Date screen.
- F22** Access the County Earnings by W/E Date screen.
- Roll** Access records not displayed.

Employee Earnings Inquiry, Union Earnings By W/E Date Screen

The system displays this screen when you press F21 at another Employee Earnings Inquiry screen.

Use this screen to view union earnings information by week-ending date within the date range.

Union Earnings By W/E Date
From 1/01/98 To 99/99/99

Employee # 00001 PORTER, JON

Fetch detail **Misc. Fringe Detail**

PP	W/E date	Union Sub	Vac in	Vac out	Dues	Initiation	Misc ded
FRINGES :	H & W	Pension	% of gross	Fringes	Tax LS	N-tax LS	
	12/29/98	6	135.20	135.20	22.00	.00	.00
			104.80	10.00	106.88	.00	.00
	12/29/98	6	.00	.00	.00	.00	.00
			.00	5.00	.00	500.00	.00
	12/16/98	6	27.04	27.04	.00	.00	.00
			20.96	2.00	21.38	.00	.00
	12/15/98	6	27.04	27.04	.00	.00	.00
			20.96	2.00	21.38	.00	.00
	12/14/98	6	54.08	54.08	.00	.00	.00
			41.92	4.00	42.75	.00	.00
	12/13/98	6	135.20	135.20	.00	.00	.00
			104.80	10.00	106.88	.00	.00

Enter=OK F3=Exit F12=Cancel

Field Descriptions

FROM - The period beginning date displays.

TO - The period ending date displays. If no ending date was specified, then "99/99/99" displays.

EMPLOYEE # - The employee number displays.

(Name) - The employee's last name, first name, and middle initial display.

ACTION BUTTONS - Optional. To view the earnings details, select the record and press Fetch Detail ("F").

To view the detail for miscellaneous fringe, press Misc. Fringe Detail ("R").

The Employee Earnings Inquiry, Detail Selection and Employee Earnings Inquiry, Earnings Detail screens are described at the end of this task.

PP (Prepay) - If this record was paid with a prepay, a "P" displays.

W/E DATE - The week ending date displays for each pay period in which the

employee had earnings. The system displays the most current record first, earliest record last.

UNION/SUB - The union and sub-union code for each union earnings record displays.

VAC IN - The amount of vacation earnings added to the employee's gross displays.

VAC OUT - The amount of vacation pay deducted from the employee's earnings after taxes displays.

DUES - The amount withheld for union dues displays.

INITIATION - The amount withheld for union initiation fees displays.

MISC DED - The amount withheld for miscellaneous union deductions displays.

FRINGES:

H & W (Health and Welfare) - The health and welfare benefits the employer contributed to the union displays.

PENSION - The pension the employer contributed to the union displays.

% OF GROSS - If union burden has a percent of gross calculation, the amount the employer contributed to the union displays.

FRINGES - The total paid for all miscellaneous fringes displays.

TAX LS (Taxable Lump Sum) - The taxable lump sum amount subject to union deductions displays. Lump sum burden is only calculated for percent of gross.

N-TAX LS (Nontaxable Lump Sum) - Nontaxable lump sum are not subject to union deductions.

Function Key Descriptions

- F3** Return to the menu.
- F12** Return to the previous screen.
- F14** Access the State Earnings by W/E Date screen.
- F15** Access the SUI Earnings by W/E Date screen.
- F16** Access the Insurance Earnings by W/E Date screen.
- F17** Print the Employee Earnings Listing.
- F18** Access the Federal Earnings by W/E Date screen.
- F19** Access the City Earnings by W/E Date screen.
- F20** Access the Deductions Earnings by W/E Date screen.
- F21** Access the Union Earnings by W/E Date screen.
- F22** Access the County Earnings by W/E Date screen.
- Roll** Access records not displayed.

Employee Earnings Inquiry, Fringe Detail Screen

The system displays this screen when you press Misc. Fringe Details (“R”) at the Employee Earnings Inquiry, Union Earnings By W/E Date screen.

Use this screen to view detailed fringe information for the week-ending date you selected at the previous screen. All fields on this screen are display only.

FRINGE DETAIL	
Employee #	00001 PORTER, JON
Union	6 Sub CEMENT MASONS
W/E Date	7/23/99 Period 7/99
Life Insurance	8.48
Vision Plan	3.60
Dental Plan	20.00
Annuity	16.00
Dependant Care	14.00
Misc. Fringe 6	.00
Misc. Fringe 7	.00
Misc. Fringe 8	.00
Misc. Fringe 9	.00
Misc. Fringe 10	.00
Misc. Fringe 11	.00
Misc. Fringe 12	.00
Misc. Fringe 13	.00

Field Descriptions

EMPLOYEE # - The employee number displays.

(Name) - The employee's last name, first name, and middle initial display.

UNION/SUB - The union and sub-union code for each union earnings record displays. The system displays the union description to the right.

W/E DATE - The week ending date selected at the previous screen displays.

PERIOD - The period to which the miscellaneous fringe was posted displays.

MISC. FRINGE 1-13 - For all miscellaneous fringe defined in the union master, the description and amount for the pay period displays. If no miscellaneous fringe has been specified, the generic label "Misc. Fringe XX" displays.

Function Key Descriptions

F3 Return to the previous screen.

F12 Return to the previous screen.

Employee Earnings Inquiry, Insurance Earnings By W/E Date Screen

The system displays this screen when you press F16 at another Employee Earnings Inquiry screen.

Use this screen to view insurance earnings information by week-ending date within the date range.

Insurance Earnings By W/E Date
From 12/31/98 To 99/99/99

Employee # 00014 ABURDEE, SALOMON T

Fetch detail

W/E date	State	WIC insur Class	WIC insur Ref #	WIC Gross	PLIPD Gross
8/08/99	6	5506		967.50	1,001.25
8/01/99	6	5506		967.50	1,001.25
7/23/99	6	5506		967.50	1,001.25
7/16/99	6	5506		900.00	900.00
7/01/99	6	5506		90.00	90.00

Enter=OK F3=Exit F12=Cancel

Field Descriptions

FROM - The period beginning date displays.

TO - The period ending date displays. If no ending date was specified, then "99/99/99" displays.

EMPLOYEE # - The employee number displays.

(Name) - The employee's last name, first name, and middle initial display.

ACTION BUTTONS - Optional. To view the earnings details, select the record and press Fetch Detail ("F").

The Employee Earnings Inquiry, Detail Selection and Employee Earnings Inquiry, Earnings Detail screens are described at the end of this task.

W/E DATE - The week ending date displays for each pay period in which the employee had earnings. The system displays the most current record first, earliest record last.

STATE - The state code displays for each state in which the employee worked.

W/C INSUR CLASS - For each insurance record, the workers' compensation insurance class code displays.

W/C INSUR REF # - For each insurance record, the workers' compensation insurance reference number displays.

W/C GROSS - The gross earnings amount on which W/C burden is calculated displays. If no insurance amount was calculated, no amount displays.

PL/PD GROSS - The gross earnings amount on which personal liability and property damage burden is calculated displays. If no insurance amount was calculated for the record, no amount displays.

Function Key Descriptions

- F3** Return to the menu.
- F12** Return to the previous screen.
- F14** Access the State Earnings by W/E Date screen.
- F15** Access the SUI Earnings by W/E Date screen.
- F16** Access the Insurance Earnings by W/E Date screen.
- F17** Print the Employee Earnings Listing.
- F18** Access the Federal Earnings by W/E Date screen.
- F19** Access the City Earnings by W/E Date screen.
- F20** Access the Deductions Earnings by W/E Date screen.
- F21** Access the Union Earnings by W/E Date screen.
- F22** Access the County Earnings by W/E Date screen.
- Roll** Access records not displayed.

Employee Earnings Inquiry, Detail Selection Screen

The system displays this screen when you select a record and press Fetch Detail (“F”) at any Employee Earnings Inquiry screen.

Use this screen to select detail earnings information for a specific day and job worked.

MCP972 EMPLOYEE EARNINGS INQUIRY

Help

Detail Selection

Employee # 00028 WASHINGTON, NORMAN D
W/E date 7/23/99

Fetch detail

Day Worked	Posting Date	Job Worked	Total Hours	Total Gross
7/23/99	7/23/99	3	40.00	1,000.00

Enter=OK F3=Exit F12=Cancel

Field Descriptions

EMPLOYEE # - The employee number displays.

(Name) - The employee's last name, first name, and middle initial display.

W/E DATE - The week ending date selected at the previous screen displays.

ACTION BUTTON - Optional. To access the Earnings Detail screen, select the record you want to view and press Fetch Detail (“F”).

Notes: If the employee has recharge time, the records with recharge information display a record for the production job, a record for the recharge home job, and a record for the recharge relief job.

If the employee works overtime, separate records display for regular time and overtime.

DAY WORKED - The date used on the time record displays.

POSTING DATE - The date the record was posted displays.

JOB WORKED - The job number on the time record displays.

If this is a recharge record, the job number may also belong to the recharge home job or the recharge relief job.

TOTAL HOURS - The hours posted for the record displays.

If this is a recharge record, the hours recharged display for the production job. The recharge home job displays hours for the employee's actual pay. The relief job displays the negative offset for the recharge hours.

TOTAL GROSS - The gross amount for the record displays.

If this is a recharge record, the amount recharged displays for the production job. The recharge home job displays the employee's actual pay. The relief job displays the negative offset for the recharge amount.

Function Key Descriptions

F3 Return to the previous screen.

F12 Return to the previous screen.

Roll Display additional records not shown.

Employee Earnings Inquiry, Earnings Detail Screen

The system displays this screen when you select a record and press Fetch Detail ("F") at the Employee Earnings Inquiry, Detail Selection screen.

Use this screen to view the details of a specified earnings record. All fields on this screen are display only.

Earnings Detail									
Employee #	00028 WASHINGTON, NORMAN D								
Date worked	7/23/99		Job worked	3 Timberhill Shopping Center					
Ct Tk Sbt	1	2	Job state	6	Job location	3			
Cost type	01								
Hours - wage 1	40.00	2	.00	3	.00	4	.00	5	.00
Rate - wage 1	25.0000	2	.0000	3	.0000	4	.0000	5	.0000
Pay code	200		Amount	80.00		Check type			
Entitlement			Sick			Work order	0		
Vacation in	135.20		Union dues	.00		Misc union ded	.00		
Vacation out	135.20		Initiation	.00					
Occupation	150		Union	10	Insurance st/class/ref	6 100 0			
Foreman			E.E.O	0	Certified P/R exempt				
S.U.I. state	6		Tax st	6	County	100	City	1001	
Project mgr			Crew	000					
Equip worked	1020		Hours	10.00		Rate code	1		
Equip maintd	1030		Item	14		Phase	0		

Field Descriptions

EMPLOYEE # - The employee number displays.

(Name) - The employee's last name, first name, and middle initial display.

DATE WORKED - The date on the record selected at the previous screen displays.

JOB WORKED - The system displays the job number and description of the job to which the employee's time is charged.

(Cost Code) - The cost code to which the employee's time is charged displays.

JOB STATE - The state code used on the job displays.

JOB LOCATION - The job number used on the time record displays for certified payroll reporting.

COST TYPE - The cost type to which the employee's time is charged displays.

HOURS - WAGE 1, 2, 3, 4, 5 - The hours for each wage rate on the time record display.

RATE - WAGE 1, 2, 3, 4, 5 - The hourly amount paid at each wage rate displays.

PAY CODE - If the record has a lump sum distribution, the pay code displays.

AMOUNT - If the record has a lump sum distribution, the lump sum distribution displays.

CHECK TYPE - If the record was paid with a check type, the check type displays.

ENTITLEMENT - If the record was paid with entitlement accrual, the entitlement code displays.

SICK - If the entitlement used was sick time, a “Y” displays. The system uses records flagged as sick time to print the calculated amount in the Sick Gross fields of P/R reports and to exclude the amount from calculations of employer SDI for those states where this exemption is set up in the tax tables.

WORK ORDER - If the Work Order Application is installed and a work order number was used on the time record, the work order number displays.

VACATION IN - The vacation earnings for the record display.

UNION DUES - If union dues were deducted from the gross, the amount displays.

MISC. UNION DED. - If miscellaneous union deductions were deducted from the gross, the amount displays.

VACATION OUT - The vacation out deducted from the gross displays.

INITIATION - If union initiation was deducted from the gross, the amount displays.

OCCUPATION - The occupation code on the record displays.

UNION - The union/sub union code on the record displays.

INSURANCE ST/CLASS/REF - The state code, class and reference for the W/C insurance used on the record displays.

FOREMAN - If a foreman was designated on the time record, the foreman’s employee number displays.

E.E.O. (Equal Employment Opportunity) - The employee’s E.E.O. code displays.

CERTIFIED P/R EXEMPT - If the record was flagged as exempt from certified payroll reporting, a “Y” displays.

S.U.I. STATE - The state code for which SUI tax is withheld displays.

TAX ST - The state code for which SIT is withheld displays.

COUNTY - The county code for which county tax is withheld displays.

CITY - The city code for which city tax is withheld displays.

PROJECT MGR - If a project manager was designated on the time record, the project manager’s employee number displays.

CREW - The crew code used on the record displays.

EQUIP WORKED - If a piece of equipment was used with this record, the equipment number displays.

HOURS - The hours the equipment was used display.

RATE CODE - The rate code specified for the equipment used displays.

EQUIP MAINTD - If equipment was maintained with this record, the equipment number displays.

ITEM - If equipment was maintained with this record, the item portion of the equipment maintenance label displays.

PHASE - If equipment was maintained with this record, the phase portion of the equipment maintenance label displays.

Function Key Descriptions

F3 Return to the Earnings by W/E Date screen from which you selected detail inquiry.

F12 Return to the Detail Selection screen.

Enter Return to the Detail Selection screen.

Benefits Inquiry

Access

Menu 158, Option 12

Description

Use this option to view employee entitlement records. The system lists each employee for whom records exist.

When you select an employee, the system lists each benefit/entitlement set up for that employee, and you can select the entitlement you want to view.

For more information about accruals and setting up entitlements for employees, see “About Entitlements” in Chapter 3.

Procedure

- Step 1:** At the P/R Exception Reports and Inquiry Menu (158) choose Option 12, Benefits. The system displays the Entitlement Inquiry, Employee Selection screen.
- Step 2:** At the Entitlement Inquiry, Employee Selection screen, select the employee for whom you want to view benefit information and press Select (“X”). The system displays the Entitlement Inquiry, Entitlement Selection screen.
- Step 3:** At the Entitlement Inquiry, Entitlement Selection screen, select the entitlement you want to view and press Select (“X”). The system displays the Entitlement Inquiry, Transaction Detail screen.
- To return to the previous screen, press F12.
- Step 4:** At the Entitlement Inquiry, Transaction Detail screen, view the current year and life to date entitlement information.
- Step 5:** To return to the menu, press F3.

Entitlement Inquiry, Employee Selection Screen

The system displays this screen when you select Benefits at the P/R Inquiry and Exception Reports Menu.

Use this screen to select the employee for whom you want to inquire into entitlement records.

Field Descriptions

BEGIN LIST WITH EMPLOYEE - Optional. Maximum 5 characters. To begin the displayed list with a specific employee, type the number and press Enter.

If employee number is numeric only, this field becomes “Maximum 5 digits.”

ACTION BUTTON - Optional. To select an employee for inquiry, select the employee and press Select (“X”).

EMPLOYEE - Display only. The employee number, last name, and first name of each employee for whom entitlement accrual records exist display.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the menu.

Roll Display additional records not shown.

Entitlement Inquiry, Entitlement Selection Screen

The system displays this screen when you select an employee and press Select (“X”) at the Entitlement Inquiry, Employee Selection screen.

Use this screen to select the entitlement you want to review.

Field Descriptions

EMPLOYEE - Display only. The employee number, last and first name selected at the previous screen display.

BEGIN LIST WITH CODE - Optional. Maximum 1 character. To begin the displayed list with a specific entitlement code, type the code and press Enter.

ACTION BUTTON - Optional. To select an entitlement for inquiry, select the record and press Select (“X”).

ENTITLEMENT - Display only. The entitlement code and description display for entitlements the employee has accrued.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

Roll Display additional records not shown.

Entitlement Inquiry, Transaction Detail Screen

The system displays this screen when you select an entitlement and press Select (“X”) at the Entitlement Inquiry, Entitlement Selection screen.

Use this screen to view entitlement accruals and use.

Transaction Detail

Employee 00001 PORTER, JON
Entitlement S Sick Time

	Current Year 1999	Life to date	
Beginning balance	208.00		
Accrued	314.15	522.15	Active date 12/13/98
Beyond the limit	26.15		Inactive date 0/00/00
Used	40.00	80.00	
Net available	234.15		

Begin list with effective date

Trans. Date	Eff. Date	Hours Accrued	Hours Taken	Benefit
7/05/99	7/04/99	2.00		100
7/12/99	7/11/99	2.00		100
7/12/99	7/11/99		8.00	100
7/19/99	7/18/99	2.00		100
7/19/99	7/18/99		8.00	100
7/26/99	7/25/99	2.00		100

Enter=OK F3=Exit F12=Cancel

Field Descriptions

EMPLOYEE - Display only. The employee's number, last and first name displays.

ENTITLEMENT - Display only. The entitlement code and entitlement code/sub-code description display.

BEGINNING BALANCE - Display only, and only for the current year. The balance carried over from the previous year displays.

ACCRUED - Display only. The number of hours accrued as of the current system date for the current year and the life-to-date display.

ACTIVE DATE - Display only. The date on which the entitlement first was accrued displays.

BEYOND THE LIMIT - Display only. The number of hours accrued in the current year that exceed the limit for that year displays, depending on limit rules for the entitlement.

INACTIVE DATE - Display only. This field is not used at this time.

USED - Display only. The number of hours the employee has used as of the current system date displays for the current year and the life-to-date.

NET AVAILABLE - Display only. The total available accrual displays. The system calculates the net available as beginning balance + accrued - used.

If the entitlement is set up to stop at the limit, and it has been accrued up to the limit, the limit displays.

If more has been used than is available, a negative amount displays.

BEGIN LIST WITH EFFECTIVE DATE - Optional. Maximum 6 digits. To begin the displayed list of transaction details with a specific date, type the date and press Enter.

TRANS. DATE - Display only. For each accrual and used transaction, the system date on which the transaction was processed displays.

EFF. DATE (Effective Date) - Display only. For each accrual and used transaction, the date on which the hours were accrued or taken displays.

For pay period accruals, this is the pay period end date.

For monthly accruals, this is the month end date.

For annual accruals, this is the year end date.

For on-demand accruals, this is the specified accrual date.

HOURS ACCRUED - Display only. For each accrual transaction, the number of hours accrued displays.

HOURS TAKEN - Display only. For each used transaction, the number of hours used displays.

BENEFIT PACKAGE - Display only. If the entitlement was accrued as part of a benefit package, the benefit package code displays. If the entitlement was accrued on demand, the field is blank.

Function Key Descriptions

F3 Return to the menu.

F12 Return to the previous screen.

Enter If you enter a transaction date in the Begin list with field, roll the transaction detail display to begin with that date.

Roll Display additional records not shown.

Chapter 6: Reports

This chapter tells you how to print and use Payroll management reports. These are optional reports that help you manage your business. They include information from both master files and processing results.

The TrueLine System also produces two other types of reports:

- ♦ **Listings** – These are optional reports that print the content of master files.
Listings are described immediately after the master file to which they apply, in Chapter 2 (Setup) and Chapter 3 (Master Files).
- ♦ **Processing reports** – These are reports that are generated automatically when you perform various processes and reports that you run as a step in performing a process. Some of these reports can also be generated on-demand from menu options.

Automatic processing reports are described immediately following the process from which they are generated, in Chapter 4 (Processing). Processing Reports that can be generated on-demand are also described in this chapter.

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Payroll Reports

Information about Payroll reports is presented in the following order:

- ♦ Tables of Payroll Reports, including:
 - Payroll Listings
 - Payroll Processing Reports
 - Payroll Management Reports
- ♦ A description of each management report, which includes:
 - Purpose and suggested uses
 - Report generation procedures
 - Screen descriptions for unique screens
 - Contents, including the sources of information
 - A sample of each report that is unique to Payroll

Payroll Listings

(See Chapters 2 and 3 for descriptions and samples.)

File	Program Name	Report Title	Job Name	Menu & Option
Z15EDS	MCP040	Payroll Setup	JOBMCP040	101/11
ZDSYSV	MCL901	Payroll Code Listing	Spooled File	101/2
ZDSYSV	MCL001	Payroll Code Listing	JOBMCSGB15	101/12
B0DEDC	MCG194	Deduction Master Listing	JOBMC3GC57	102/21
A8INSF	MCG152	Insurance Class Listing	JOBMC3GC56	102/22
B7ETNM	MCG196	Report Group Listing	JOBMC3GC61	102/23
J5DATE	MCP100	Pay Period Date Listing	JOBMC3GC66	102/24
B8TXTB	MCP105	Tax Table Listing	JOBMC3PC64	102/25
C3RECP	MCG115	Reciprocity List	JOBMC3GC38	102/26
C0DEDC	MCP123	401K Contribution and 125S Insurance Deduction Master Listing	JOBMC3PC62	102/27
AWCREW	MCP009	Crew Master Listing	JOBMCP009	102/29
T1ALOC	MCA100	Allocation Table 1 List	JOBMC3AC44	145/21
T2ALOC	MCA101	Allocation Table 2 List	JOBMC3AC45	145/22
A0UNIN	MCG903	Union Maintenance Log	Spooled File	103/01
A0UNIN	MCG162	Union Listing	JOBMC3GC68	103/01
C1OCUP	MCG198	Occupation Code Listing	JOBMC3GC69	103/02

File	Program Name	Report Title	Job Name	Menu & Option
B1WAGE	MCG186	Wage Rate Listing	JOBMC3GC50	103/03
AGLBMS	MCG908	Employee Maintenance Log	Spooled File	104/01
AGLBMS	MCG500	Detail Employee Listing - Numeric	JOBMC3GC77	104/11
		Detail Employee Listing - Alphabetic	JOBMC3GC78	104/12
AGLBMS	MCG110	Short Employee Listing - Numeric	JOBMC3G110	104/13
		Short Employee Listing - Alpha	JOBMC3G109	104/14
AGLBMS A0UNIN	MCG116	Current P/R Year Listing By Union	JOBMC3GC80	104/15
B0DEDC	MCG912	Miscellaneous Deduction Maintenance Audit Log	Spooled File	104/02
CKBNFC	MCP106	Benefit Package Listing	JOBMCPC106	154/21
BPENTL BQENTA BOENTD	MCP108	Entitlements Listing	JOBMCPC108	154/22

Payroll Processing Reports

(See Chapter 4 for descriptions and samples.)

Process		Job Name	Menu/Option
Program Name	Report Title		
Payroll Batch Edit		JOBMC3P04	105/21
MCP218	Payroll Batch Edit		
MCP101	P/R Allocation Split Report		
MCC140	Quantity Reporting Edit		
Payroll Batch Update		JOBMC3PC08	105/23
MCP208	Error Suspense Edit		
MCL426	J/C - Job (Project) Cost Quantity Reporting Journal Proof		
Future Timecard Batch Update		JOBMC3PC47	105/24
MCP208	Error Suspense Edit		
MCL426	J/C - Job (Project) Cost Quantity Reporting Journal Proof		
Benefit Batch Edit		JOBMCPC305	159/11
MCP305	Entitlement Batch Edit Listing		

Process		Job Name	Menu/Option
Program Name	Report Title		
Benefit Batch Update		JOPMCPO96B	159/13
MCP313	Entitlement Transaction Report		
Manual Prepay Processing (No Reports)		JOBMC3PC58	265/01
Prepay Generator		JOBMC3PC31	265/04
MCP300	Prepay Edit Register	JOBMC3PC10	265/02
MCP241	Prepay Reconciliation Edit	JOBMC3PC21	265/03
MCP233 MCP235	Prepay Checks	JOBMC3PC39	265/05
Direct Time Card Corrections		JOBMC3PC15	107/21
MCP240	Supplementary Gross Register	Spooled File	107/21
Process Preliminary Overtime Smoothing		JOBMCP257A	218/01
MCP258	P/R Overtime Smoothing Report, Preliminary		
Process Final Overtime Smoothing		JOBMCP258A	218/01
MCP258	P/R Overtime Smoothing Report, Final		
Overtime Smoothing Exception Reports		JOBMCP259B	218/11
MCP259	P/R Overtime Exception Report, Summary		
MCP259	P/R Overtime Exception Report, Detail		
Payroll Weekly Gross		JOBMC3PC09	107/31
MCE270	Weekly Equipment Use Report By Job		
MCE271	Weekly Equipment Use Report By Job/Cost Code		
MCP240	Weekly Gross Register		
MCP209	Recharge Register		
MCP275	Scheduled Deductions		
Payroll Check Generation		JOBMC3PC23	107/32
MCP289	New State Records Created For Pay Period		
MCP280	Deductions Not Taken Listing		
MCP203	Direct Deposit Transaction Report		
MCP233	Alternate Format Payroll Check (CMAS)		
MCP235	Standard Format Payroll Check		
MCP293	Time sheets		

Process		Job Name	Menu/Option
Program Name	Report Title		
MCP248	Payroll Register		
MCP300	Prepay Final Register		
MCP320	Pay Period Federal Taxable Payroll		
MCP321	Pay Period State Taxable Payroll		
Payroll Pre-Completion Edit		JOBMCP270A	107/33
MCE007B	Unassigned Equipment Used		
MCE007A	Equipment Standby Charging		
MCE009	Small Tool Charge Report		
MCP101	P/R Allocation Split		
MCP216	Equipment Revenue Cost Coding Error Report		
MCP229	Job Cost (Equipment Mobilization) Journal Edit		
MCL415	Payroll (Equipment Mobilization) Pre-Completion Proof		
MCP229	Equipment Distribution Journal Edit		
MCL415	Payroll (Equipment) Pre-Completion Proof		
MCP270	Outstanding Journal Detail Report		
MCP229	Payroll Distribution Journal Edit		
MCL415	Payroll (Distribution) Pre-Completion Proof		
MCP229	Payroll Recharge Distribution Journal Edit		
MCL415	Payroll (Recharge) Pre-completion Proof		
MCP229	Payroll Union Fringe Journal Edit		
MCL415	Payroll (Union) Pre-Completion Proof		
MCP229	Payroll Flat Burden Journal Edit		
MCL415	Payroll (Flat Burden) Pre-Completion Proof		
MCP229	Payroll Insurance Journal Edit		
MCL415	Payroll (Insurance) Pre-Completion Proof		
MCP229	Payroll Disbursement Journal Edit		
MCL415	Payroll (Disbursement) Pre-Completion Proof		
MCP210	New Hire Listing		
MCC204R6	Period Summary P/R Burden Job Costs, Summarized By Job		
MCC204R5	Period Summary Payroll Job Costs, Summarized By Job		
MCC204R4	Period Summary P/R Burden Job Costs		

Process		Job Name	Menu/Option
Program Name	Report Title		
MCC204R3	Period Detail P/R Burden Job Costs		
MCC204R2	Period Summary Payroll Job Costs		
MCC204R1	Period Detail Payroll Job Costs		
MCC204R6	Period Summary R/C Burden Job Costs, Summarized By Job		
MCC204R5	Period Summary Recharge Job Costs, Summarized By Job		
MCC204R4	Period Summary R/C Burden Job Costs		
MCC204R3	Period Detail R/C Burden Job Costs		
MCC204R2	Period Summary Recharge Job Costs		
MCC204R1	Period Detail Recharge Job Costs		
MCP487	P/R Pay Period Check Register		
MCA104	A/P Allocation Split Report		
MCA455	A/P Node Audit Report 1 (Accrual Edit)		
MCA207	Account Payable Edit List		
MCA233	Insurance Status Error Report		
Recycle Recovery (No Reports)		JOBMC3PC20	107/41
Reprint Payroll Checks		JOBMC3PC26	107/42
MCP233	Alternate Format Payroll Check (CMAS)		
MCP235	Standard Format Payroll Check		
MCP248	Payroll Register		
Reprint Scheduled Deductions		JOBMC3PC30	107/43
MCP275	Scheduled Deductions		
Reprint Weekly Gross		JOB MC3PC16	107/44
MCP240	Reprint of Weekly Gross		
Payroll Completion		JOBMC3PC18	107/34
MCE007B	Unassigned Equipment Used		
MCE007A	Equipment Standby Charging		
MCE009	Small Tool Charge Report		
MCP238	Actual Payroll Deduction Register		
MCP487	P/R Pay Period Check Register		
MCA104	A/P Allocation Split Report		
MCA455	A/P Node Audit Report 1 (Accrual Edit)		

Process		Job Name	Menu/Option
Program Name	Report Title		
MCA207	Account Payable Edit List		
MCA233	Insurance Status Error Report		
MCP313	Entitlement Transaction Report		
MCP101	P/R Allocation Split Report		
MCG455	Overhead Burden (Equipment) Audit Register		
MCL426	J/C-Equipment Distribution Journal Proof		
MCL415	Equipment Distribution Journal Proof		
MCE272	Weekly Equipment Used Time Listing		
MCE273	Weekly Equipment Maintained Time Listing		
MCL426	J/C-Job Cost (Equipment Mobilization) Journal Proof		
MCL415	Job Cost (Equipment Mobilization) Journal Proof		
MCG455	Overhead Burden (Payroll Distribution) Audit Register		
MCL426	J/C- Payroll Distribution Journal Proof		
MCL415	Payroll Distribution Journal Proof		
MCL426	J/C- Payroll Recharge Distribution Journal Proof		
MCL415	Payroll Recharge Distribution Journal Proof		
MCL415	Payroll Union Fringe Journal Proof		
MCL415	Payroll Flat Burden Journal Proof		
MCL415	Payroll Insurance Journal Proof		
MCL415	Payroll Disbursement Journal Proof		
MCP329	Federal Tax Summary Report		
MCP210	New Hire Listing		
MCC204R6	Period Summary P/R Burden Job Costs, Summarized By Job		
MCC204R5	Period Summary Payroll Job Costs, Summarized By Job		
MCC204R4	Period Summary P/R Burden Job Costs		
MCC204R3	Period Detail P/R Burden Job Costs		
MCC204R2	Period Summary Payroll Job Costs		
MCC204R1	Period Detail Payroll Job Costs		
MCC204R6	Period Summary R/C Burden Job Costs, Summarized By Job		
MCC204R5	Period Summary Recharge Job Costs, Summarized By Job		
MCC204R4	Period Summary R/C Burden Job Costs		
MCC204R3	Period Detail R/C Burden Job Costs		

Process		Job Name	Menu/Option
Program Name	Report Title		
MCC204R2	Period Summary Recharge Job Costs		
MCC204R1	Period Detail Recharge Job Costs		
MCC204R6	Monthly Summary P/R Bdn Job Costs, Summarized By Job		
MCC204R5	Monthly Summary Payroll Job Costs, Summarized by Job		
MCC204R4	Monthly Summary P/R Bdn Job Costs		
MCC204R3	Monthly Detail P/R Brd Job Costs		
MCC204R2	Monthly Summary Payroll Job Costs		
MCC204R1	Monthly Detail Payroll Job Costs		
MCC204R6	Monthly Summary R/C Brdn Job Costs, Summarized By Job		
MCC204R5	Monthly Summary Recharge Job Costs, Summarized By Job		
MCC204R4	Monthly Summary R/C Brdn Job Costs		
MCC204R3	Monthly Detail R/C Brd Job Costs		
MCC204R2	Monthly Summary Recharge Job Costs		
MCC204R1	Monthly Detail Recharge Job Costs		
Run Audit Reports			104/23
MCP295	Audit Errors Exception Listing	JOBMC3PYR7 JOBMC3PYR8	
MCP295	Current Payroll Year Audit Report	JOBMC3PYR7	
MCP295	Previous Payroll Year Audit Report	JOBMC3PYR8	
MCP246	401(K) and 125(S) Exception Listing	JOBMC3PYR7 JOBMC3PYR8	
MCP294	SUI Audit Errors Exception Listing	JOBMC3PYR7 JOBMC3PYR8	
MCP294	Current SUI Audit Report	JOBMC3PYR7	
MCP294	Previous SUI Audit Report	JOBMC3PYR8	
Direct Deposit Transmission		JOBMCPC38C	109/01
MCP273	Common Deposit Transmission Report (Final)		
MCP213	Direct Deposit Transmissions, TMC Bank Code Errors		
MCP205	Direct Deposit Transmission Report		
MCP273	Common Deposit Transmission Report (Preliminary)	Spoiled File	109/11
Monthly Payroll Close		JOBMC3PC41	160/01

Process		Job Name	Menu/Option
Program Name	Report Title		
MCP487	Cumulative Monthly P/R Check Register		
MCP406	Monthly Federal Payroll Tax Report		
MCP406	Quarterly Federal Payroll Tax Report		
MCP406	Yearly Federal Payroll Tax Report		
MCP407	Monthly State Payroll Tax Report		
MCP407	Quarterly State Payroll Tax Report		
MCP632	Continuation 941 Report		
MCP633	Quarterly Report of Wages by State		
MCP409	County Payroll Tax Report		
MCP408	City Payroll Tax Report		
MCP610	Quarterly Earnings By Pay Period		
MCP401	Monthly W/C Insurance Report By Job		
MCP620	Workmans Compensation Report -- Monthly		
MCP402	Monthly Liability Insurance Report By State		
MCP402	Monthly W/C Insurance Report By State		
MCP412	Monthly Union Report		
MCP412	Monthly Union Report - Miscellaneous Fringes		
MCP404	Deductions Taken For the Month		
MCP313	Entitlement Transaction Report		
P/R Bank Reconciliation Tape Selection		JOBMCP13B	108/11
MCP400	Payroll Reconciliation Tape Selection List		
MCG990	P/R Listing of Check Loaded from Reconciliation Tape		
P/R Check Reconciliation Edit		JOBMC3PCK1	108/02
MCG400	P/R Reconciliation Edit		
P/R Check Reconciliation Register		JOBMC3PCK3	108/03
MCG400	P/R Reconciliation Register		
Quarterly Magnetic Tape Processing		JOBMCP966B	160/11
MCP634	State Quarterly Unemployment Tape Summary Report		
Year End Transition		JOBMC3PRYR	160/21
MCP313	Entitlement Transaction Report		

Table of Payroll Management Reports

(See descriptions and samples in this chapter.)

Program Name	Report Title	Job Name	Menu & Option
MCP254	Certified Payroll Report	JOBMC3PC54	158/01
MCP427	Ethnic Report County	JOBMC3PC27	156/01
MCP428	Ethnic Report Job	JOBMC3PC28	156/02
MCP429	Ethnic Report State	JOBMC3PC29	156/03
MCG501	Current Year P/R Employee Earnings Prior Year P/R Employee Earnings	JOBMC3GC79 JOBMC3PYR1	104/21
MCG114	Current P/R Yr. Earnings Listing By State Prior P/R Yr. Earnings Listing By State	JOBMC3GC81 JOBMC3PYR2	104/21
MCG112	Current P/R Yr. Earnings Listing By City Prior P/R Yr. Earnings Listing By City	JOBMC3GC88 JOBMC3PYR3	104/21
MCG113	Current P/R Yr. Earnings Listing By County Prior P/R Yr. Earnings Listing By County	JOBMC3GC89 JOBMC3PYR4	104/21
MCG119	Current P/R Yr. Earnings Listing By Union Prior P/R Yr. Earnings Listing By Union	JOBMC3GC91 JOBMC3PYR5	104/21
MCG502	Current P/R Yr. Deduction File Listing Prior P/R Yr. Deduction File Listing	JOBMC3GC90 JOBMC3PYR6	104/21
MCP124	401K Contribution and 125S Insurance Labor Master Listing	JOBMC3GC87	104/21
MCG701	Quarterly Earnings By Pay Period	JOBMC3PYR9	104/22
MCP170	Employee Earnings Listing	JOBMC3P70B	158/11
MCP171A	Entitlement Detail Report	JOBMCP171E	157/01
MCP171B	Entitlement Employee Summary Report	JOBMCP171E	157/02
MCP171C	Entitlement Summary Report	JOBMCP171E	157/03
MCP171D	Entitlement Valuation Report	JOBMCP171E	157/04

The following reports are management reports, but they are not located in Chapter 6: Reports. Instead, you will find them in Chapter 4: Processing because they should be run immediately after the payroll process that affects them.

Program Name	Report Title	Run After	Job Name	Menu & Opt.
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MCP259	P/R Overtime Exception Report, Summary	Overtime Smoothing- Final Run	JOBMCP259B	218/11
MCP259	P/R Overtime Exception Report, Detail	Overtime Smoothing- Final Run	JOBMCP259B	218/11
MCP295	Audit Errors Exception Listing	Payroll Completion	JOBMC3PYR7 JOBMC3PYR8	104/23
MCP295	Current Payroll Year Audit Report	Payroll Completion	JOBMC3PYR7	104/23
MCP295	Previous Payroll Year Audit Report	Payroll Completion	JOBMC3PYR8	104/23
MCP246	401(K) and 125(S) Exception Listing	Payroll Completion	JOBMC3PYR7 JOBMC3PYR8	104/23
MCP294	SUI Audit Errors Exception Listing	Payroll Completion	JOBMC3PYR7 JOBMC3PYR8	104/23
MCP294	Current SUI Audit Report	Payroll Completion	JOBMC3PYR7	104/23
MCP294	Previous SUI Audit Report	Payroll Completion	JOBMC3PYR8	104/23

About Certified Payroll and Ethnic Reports

Setting Up a Certified Payroll

If you are required to produce a certified payroll report, follow these steps:

- Step 1:** In the Job Master, at the Job Master Maintenance, Payroll Information screen, type a “Y” in the Certified Payroll field.
- Step 2:** If employees should not be included on a certified payroll report, in the Labor Master, choose Yes (“Y”) in the Cert. P/R Exempt field. The employee will be excluded from the Certified Payroll Report.
- Step 3:** Run the report for any payroll cycle that is completed.

Setting Up Ethnic Reporting

If you are required to produce Ethnic Reports, follow these steps:

- Step 1:** In the Job Master, at the Job Master Maintenance, Payroll Information screen, type a “Y” in the Ethnic Report field.
- Step 2:** For an employee to be included on the report, in the Labor Master, define the E.E.O. code. If no E.E.O. code is specified, the employee will be included on the report according to gender only.
- Step 3:** Information will be included on the report for any payroll cycle that is completed.

Certified Payroll Report (MCP254)

Access

Menu 158, Option 1

Purpose

Use the optional Certified Payroll Report (MCP254) to send to union and governmental agencies that require the report. Only jobs that are flagged for Certified Payroll in the Job Master file will be included on this report. If the job has been closed, it is not included.

In addition, employees who are flagged as Certified P/R Exempt in the Labor Master or on the Time Entry record are excluded from this report, even if they work on a Certified Payroll job.

For more information, see “About Certified Payroll” in this chapter.

Print Procedure

Step 1: At the P/R Exception Reports and Inquiry Menu (158) choose Option 1, Certified Payroll. The system displays the Certified Payroll Report screen.

Step 2: At the Certified Payroll Report screen, type the week ending date to include on the report and specify the job or all jobs.

To submit the report to print, press F6. The system remains on the request screen where you can submit a report request for another week ending date and/or another job.

Step 3: To return to the menu, press F3.

Certified Payroll Report Screen

The system displays this screen when you select Certified Payroll at the P/R Exception Reports and Inquiry Menu.

Use this screen to print a Certified Payroll report.

Field Descriptions

SELECT REPORT WEEK ENDING DATE - Required. Maximum 6 digits.
Type the week ending date to be included on the certified payroll report.

SELECT JOBS TO BE INCLUDED

ALL JOBS - Optional. To select all jobs flagged for certified payroll reporting, check the box ("ALL"). To select a single job for the report, leave blank.

FOR A SINGLE JOB TYPE THE JOB NO - Optional. Maximum 6 digits.
To select one job for reporting, type the job number. To select all jobs, leave blank.

Function Key Descriptions

F3 Return to the menu.

F6 Submit the report to print and return to the request screen.

Enter Edit the screen.

Contents

The information in this report comes from the following files:

Job Master file (A2JBMS)	Earnings--Federal and Base file (BAERGS MBR2, MBR4)
Labor Master file (AGLBMS)	Employee Time Transactions file (B5TIME MBR5)
Union Master file (A0UNIN)	Prepays--Federal and Base file (CAPPAY MBR2, MBR4)
Deductions Master (B0DEDC)	Earnings - Deductions file (BDERGS MBR2, MBR4)
401K Deductions Master (C0DEDC)	Earnings- 401K Contributions (BJERGS MBR2, MBR4)
Occupation Code Master file (C1OCUP)	Prepays - Deductions file (CDPPAY MBR2, MBR3)
	Prepays - 401K Deductions (CJPPAY MBR2, MBR3)

The report sorts by job number, starting a new page with each change. Within each job, the report sorts by employee number.

A sample report follows this description.

Header Information

(Company Name, Address) - The company name and address come from the organization segment of the entity/organization on the Job Master.

WEEK ENDING XX/XX/XX - The week ending date of the report displays.

PROJECT - The job description displays from the Job Master.

JOB NUMBER - The job number displays.

Column Headings

EMPLOYEE DATA - The report prints the following information for each employee:

(NAME) - Last name, first name, and middle initial.

SS NUMBER - The employee's social security number.

MARITAL STATUS - The code that indicates federal marital status (1=single, 2=married).

EXEMPTIONS - The number of federal income tax exemptions claimed.

(STREET ADDRESS) - The employee's address.

EMPLOYEE NO - The employee number.

(CITY, STATE, POSTAL CODE) - The remaining address fields.

ETHNIC CODE - The ethnic code from the Labor Master.

CHECK NUMBERS - The number of each check written to the employee for the week ending pay period.

SEX - The employee's gender: Male or Female.

N/T GROSS - The non-taxable lump sum amount from all non-taxable pay codes displays.

TAX GROSS - The taxable lump sum amount from all taxable pay codes displays.

F.I.T. - The total federal income tax withheld displays.

FICA(HI) - The medicare withheld displays.

FICA(OASDI) - The old age survivor social security withheld displays.

S.D.I. - The state disability insurance withheld displays.

S.U.I. - The state unemployment insurance withheld displays.

STATE TAX - The state income tax withheld displays.

CITY TAX - The city income tax withheld displays.

CNTY TAX - The county income tax withheld displays.

UNION DED - The total union deductions withheld displays.

MISC DED - The total miscellaneous deductions withheld displays.

NET PAY - The net amount the employee received for the pay period displays.

OCCUP - The occupation code displays. If the employee worked at more than one occupation, each one is listed.

WORK CLASSIFICATION - The description for the occupation code displays.

DATE - The dates used on the time record for the occupation code display.

1 HR - The hours worked at regular time display.

1 RT - Wage rate 1 displays.

2 HR - The hours worked at wage rate 2 display.

2 RT - Wage rate 2 displays.

3 HR - The hours worked at wage rate 3 display.

3 RT - Wage rate 3 displays.

4 HR - The hours worked at wage rate 4 display.

4 RT - Wage rate 4 displays.

5 HR - The number of hours worked at the fifth wage rate.

5 RT - Wage rate 5 displays.

PAY CODE - The total amount of taxable and non-taxable lump sums displays.

VACATION - The total amount of vacation-in earned displays.

EARNINGS - The gross earnings for the week ending date display, including vacation in and taxable lump sums.

DED AMNT - The amount taken displays for the deduction on the right.

DEDUCTION DESCRIPTION - The deduction description displays.

Total Lines

EMPLOYEE XXXXX TOTALS - For each employee, the following totals display:

HOURS - The total number of hours worked at all wage rates.

(Pay Code) - The total of taxable and non-taxable lump sums.

(Vacation-in) - The total amount for vacation-in.

(Earnings) - The total gross earnings.

(Job Totals) - For each job, the following totals display:

WORKERS THIS PROJECT - The total number of employees who worked during the period.

GROSS THIS PROJECT - The total of all employees' earnings during the period.

GROSS ALL WORK - The total paid to the employees reported on the job, including non-taxable lump sums and employer contributed 401(k) deductions.

TOTAL DEDUCTIONS - The total amount withheld from employee net, calculated as gross all work-employer burden and employee deductions.

NET PAY - The total net pay paid to employees for the period.

TOTAL HOURS - The total hours worked by employees reported.

WILLIAMS QUARRY
57849 YOSEMITE RD RT. 4

C E R T I F I E D P A Y R O L L
WEEK ENDING
8/29/99

P R O J E C T
Timberhill Shopping Center

PAGE 1

SONORA, CA

95370

JOB NUMBER. 3

EMPLOYEE DATA

PORTER JON SS NUMBER : 100001000 MARITAL STATUS: 1 EXEMPTIONS:
123 WATERS AVE EMPLOYEE NO.: 00001
THISTLEY, CA 95555 ETHNIC CODE : B CHECK NUMBERS: 2350

SEX : MALE

N/T GROSS	TAX GROSS	F.I.T.	FICA(HI)	FICA(OASDI)	S.D.I	S.U.I.	STATE TAX	CITY TAX	CNTY TAX	UNION DED.	MISC. DED.	NET PAY			

.00	735.20	116.55	10.66	45.58	34.92	37.72	27.34	10.12	30.37	135.20	61.46	225.28			
OCCUP.	WORK CLASSIFICATION	DATE	1 HR	1 RT	2 HR	2 RT	3 HR	3 RT	4 HR	4 RT	5 HR	5 RT	PAY CODE	VACATION	EARNINGS

301	carpenter journeyman	8/29/1999	40.00	15.0000	.00	.0000	.00	.0000	.00	.0000	.00	.00	.00	135.20	735.20

EMPLOYEE 00001 TOTALS: HOURS											.00	135.20	735.20		

DED AMNT DEDUCTION DESCRIPTION DED AMNT DEDUCTION DESCRIPTION DED AMNT DEDUCTION DESCRIPTION
10.00 INITIATION 36.76 401 K DEDUCTION 14.70 EMPLOYER/EMPLOYEE 40

EMPLOYEE DATA

SHINTAZO JAIME SS NUMBER : 659342110 MARITAL STATUS: 2 EXEMPTIONS: 3
340 AUTUMN AVE EMPLOYEE NO.: 00003
THISTLEY, CA 95555 ETHNIC CODE : O CHECK NUMBERS: 2351

SEX : MALE

N/T GROSS	TAX GROSS	F.I.T.	FICA(HI)	FICA(OASDI)	S.D.I	S.U.I.	STATE TAX	CITY TAX	CNTY TAX	UNION DED.	MISC. DED.	NET PAY			

.00	1,190.00	154.10	17.26	73.78	59.50	64.26	36.45	7.98	39.91	.00	106.00	630.76			
OCCUP.	WORK CLASSIFICATION	DATE	1 HR	1 RT	2 HR	2 RT	3 HR	3 RT	4 HR	4 RT	5 HR	5 RT	PAY CODE	VACATION	EARNINGS

241	laborer	8/29/1999	.00	21.2500	.00	.00000	.00	.00000	.00	.00000	.00	.00000	.00	.00	1,190.00

EMPLOYEE 00003 TOTALS: HOURS															
										.00	.00	.00	1,190.00		

DED AMNT DEDUCTION DESCRIPTION DED AMNT DEDUCTION DESCRIPTION
96.00 HEALTH INSURANCE 10.00 FED TAX GARNISHMENTS

WILLIAMS QUARRY
57849 YOSEMITE RD RT. 4
SONORA, CA

CERTIFIED PAYROLL
WEEK ENDING
8/29/99

PROJECT
Timberhill Shopping Center
JOB NUMBER. 3

95370

WORKERS THIS PROJECT -----	GROSS THIS PROJECT -----	GROSS ALL WORK -----	TOTAL DEDUCTIONS -----	NET PAY -----	TOTAL HOURS -----
2	1,925.20	1,925.20	6,086.91	856.04	40.00

*** END OF REPORT ***

Ethnic Report County (MCP427) (MCP427A)

Access

Menu 156, Option 1

Purpose

Use these reports as a record of ethnic employment by county. The reports can also be sent to those governing agencies that require ethnic reporting.

The system prints the Ethnic Report County (MCP427) report when you select to sort the report by union. When you select sort by occupation code, the system prints the Ethnic Report County (MCP427A) report.

Information will only print on this report for jobs that you indicate require ethnic code reporting in the Job Master. For more information, see the *Job Cost Reference Manual*.

Employees are included on the report based on the E.E.O. code and gender code you enter in the Labor Master file.

For more information, see “About Ethnic Reports” in this chapter.

Print Procedure

Step 1: At the P/R Ethnic Report Menu (156) choose Option 1, By County. The system displays the Ethnic Job And District Report Requestor, By County screen.

Step 2: At the Ethnic Job And District Report Requestor, By County screen, select the location, sort type and date range to print on the report.

To print the Ethnic Report County (MCP427) report, select Sort by Union Code (“U”).

To print the Ethnic Report County (MCP427A) report, select Sort by Occupation Code (“O”).

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Ethnic Job And District Report Requestor, by County Screen

The system displays this screen when you select By County at the P/R Ethnic Report Menu.

Use this screen to select information to print on the Ethnic Report County report.

Field Descriptions

SELECT ALL OR ENTER SPECIFIC STATE AND COUNTY - Required. To specify the counties to be included on the report, select from the following:

ALL - Optional. To select all counties in which employees have worked, check the box ("X") To select one county, leave blank.

STATE - Optional. Maximum 2 digits. To select one county, type the state code in which the county resides. To select all counties, leave blank.

COUNTY - Optional. Maximum 3 digits. To select one county, type the county code. To select all counties, leave blank.

SORT ORDER - Required. To specify the sort order of the report, select from the following:

SORT BY UNION CODE - Optional. To print the report sorted by union code, select Sort By Union Code ("U").

SORT BY OCCUPATION CODE - Optional. To print the report sorted by occupation code, select Sort By Occupation Code ("O").

FROM DATE - Optional. Maximum 6 digits. To print all records from jobs set up for ethnic reporting, leave blank. To select records beginning with a specific date, type the date.

TO DATE - Optional. Maximum 6 digits. To print all records from jobs set up for ethnic reporting, leave blank. To select records ending with a specific date, type the date.

Function Key Descriptions

F3 Return to the menu without printing the report.

F6 Submit the report to print and return to the menu.

F12 Return to the menu without printing the report.

Enter Edit the screen.

Contents

The information on the (MCP427) report comes from the Financial Entity Master file (N1ENTM), the Financial Posting Table (G2LDCH), the Job Master file (A2JBMS), the Labor Master file (AGLBMS), the Union Master file, (A0UNIN), and the County Name file (B3CNTY).

The report sorts first by state code, then by county code, then by union/sub-union code.

The information on the (MCP427A) report comes from the Job Master file (A2JBMS), the County Name file (B3CNTY), the Occupation Code Table (C1OCUP), and the Labor Master file (AGLBMS).

The report sorts first by state code, then by county code, then by occupation code and employee number.

Sample reports follows this description.

Header Block - The following information only prints on the (MCP427) report:

COMPANY NAME AND ADDRESS - The name and address displays from the Entity Master. The system uses the entity to which the “PR” transaction code posts.

E.I.N. (Employer Identification Number) - The federal ID number from the Financial Entity Master displays.

CURRENT GOALS: MINORITY__ FEMALE__ -The report prints blank lines for you to enter your company goals for minority and female hiring.

Title

(Report Title) - The report title prints the state and county codes and county description from the County Master file.

(Dates) - The dates you entered at the report request screen display.

Column Headings

CONSTRUCTION TRADES - On the (MCP427) report, the system displays each union/sub-union description in which employees worked.

EMP NO - On the (MCP427A) report, the system displays each occupation by description within which employees worked, then lists each employee with time entered under the occupation code.

EMPLOYEE NAME LAST, FIRST - On the (MCP427A) report, the employees' last names and first names display.

WORK HOURS OF EMPLOYMENT - The report prints the number of hours worked in the appropriate column:

ALL EMPL - The total number of hours worked display, split by male and female.

BLACK - The hours worked by employees using the "B" ethnic code display, split by male and female.

HISPANIC - The hours worked by employees using the "S" ethnic code display, split by male and female.

ASIAN - The hours worked by employees using the "O" ethnic code display, split by male and female.

INDIAN - The hours worked by employees using the "I" ethnic code display, split by male and female.

PERCT MINOR - The system uses the above codes to calculate the percentage of hours worked by minorities. The calculation is:

total hours worked by minorities / the total hours worked

PERCT FEMALE - The system uses the gender code in the Labor Master to calculate the percentage of hours worked by women. The calculation is:

total hours worked by women / the total hours worked

TOTAL NO OF EMPLOYEES - For rows that include records for more than one employee, the system displays the number of male and female employees.

TOTAL NO OF MINORITIES - For rows that include records for more than one employee, the system displays the number of minority male and minority female employees.

Total Lines

The following totals print on the MCP427A report:

OCCUPATION TOTALS - The totals by occupation code display.

TOTALS - The totals for each county display, including all occupation codes.

COMPANY TOTALS - The totals for the report display.

The following totals print on the MCP427 report:

TOTAL JOURNEY WORKERS -The totals for workers with journey skill level

on the Union Master display.

TOTAL APPRENTICES - The totals for workers with apprentice skill level on the Union Master display.

TOTAL TRAINEES - The totals for workers with trainee skill level on the Union Master display.

TOTALS - The totals for each county display, including all union codes.

COMPANY JOURNEY WORKERS - For all counties on the report, the company totals for workers with journey skill level on the Union Master display.

COMPANY APPRENTICES - For all counties on the report, the company totals for workers with apprentice skill level on the Union Master display.

COMPANY TRAINEES - For all counties on the report, the company totals for workers with trainee skill level on the Union Master display.

COMPANY TOTALS - The totals for the report display.

Message Lines

COMPANY OFFICIAL'S SIGNATURE AND TITLE - The report prints this message at the end of each county section, with room for the signature.

TELEPHONE NUMBER - The telephone number from the Financial Entity Master displays.

DATE SIGNED - The report prints this message with room for the date.

TrueLine Documentation-Construction

JORDAN LONGFELLOW (NEW)	E.I.N. 94-43568799	E T H N I C R E P O R T C O U N T Y --		6 100	CONTRA COSTA COUNTY	DATE 5/11/99 PG 1
1234 MAIN STREET		7/01/99 TO 8/01/99		CURRENT GOALS: MINORITY	FEMALE	
THISTLEY, CA	95555					

CONSTRUCTION TRADES	-----WORK HOURS OF EMPLOYMENT-----										TOTAL NO. OF		TOTAL NO. OF				
	ALL EMPLOYMENT		BLACK		HISPANIC		ASIAN		INDIAN		PERCENT		EMPLOYEES		MINORITIES		
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	PERCENT	PERCENT	MALE	FEMALE	MALE	FEMALE	
CEMENT MASONS	696	232	64							43				4		2	
IRON WORKERS	375	175			200				100					2		2	
PAINTER'S UNION	200				200				100					1		1	
CARPENTER'S UNION		240							240	100	100				1		1
LABORER'S UNION	366				240				126	100				2		2	
SALARIED RECORD	240								240	100				1		1	

TrueLine Documentation-Construction

JORDAN LONGFELLOW (NEW)		E.I.N. 94-43568799		E T H N I C T O T A L S C O U N T Y --		6 100 CONTRA COSTA COUNTY		DATE 5/11/99 PG	
1234 MAIN STREET				7/01/99 TO 8/01/99					
THISTLEY, CA		95555							
-----WORK HOURS OF EMPLOYMENT-----									
-----ALL EMPL-----		-----BLACK-----		-----HISPANIC-----		-----ASIAN-----		-----INDIAN-----	
MALE FEML		MALE FEML		MALE FEML		MALE FEML		MALE FEML	
1511 240 407		64		400		240 240		77 14	
TOTAL JOURNEY WORKERS									
TOTAL APPRENTICES		366		240		126		100	
TOTAL TRAINEES									
TOTALS		1877 240 407		64		640		366 240 81 11	
								10 1 8 1	

COMPANY OFFICIAL'S SIGNATURE AND TITLE

TELEPHONE NUMBER:

DATE SIGNED

TrueLine Documentation-Construction

JORDAN LONGFELLOW (NEW)		E.I.N. 94-43568799		E T H N I C T O T A L S		DATE 5/11/99 PG	
1234 MAIN STREET		7/01/99 TO 8/01/99					
THISTLEY, CA		95555					
		-----WORK HOURS OF EMPLOYMENT-----		-----INDIAN-----		TOTAL NO. OF	
		-----ALL EMPL-----		-----HISPANIC-----		EMPLOYEES	
		MALE FEML		MALE FEML		MALE FEML	
		1511 240		407 407		8 1	
COMPANY JOURNEY WORKERS				64 64		77 14	
		366		240		100 2	
COMPANY APPRENTICES							
COMPANY TRAINEES							
		1877 240		407 407		10 1	
COMPANY TOTALS				64 64		81 11	
						8 1	

TrueLine Documentation-Construction

E T H N I C R E P O R T C O U N T Y -- 6 100 CONTRA COSTA COUNTY

DATE 5/11/99 PG 1

7/01/99 TO 8/01/99

-----WORK HOURS OF EMPLOYMENT-----

EMP NO	EMPLOYEE NAME LAST, FIRST	ALL EMPLOYMENT		BLACK		HISPANIC		ASIAN		INDIAN		PERCENT		TOTAL NO. OF EMPLOYEES		TOTAL NO. OF MINORITIES	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	PERCENT	PERCENT	MALE	FEMALE	MALE	FEMALE
equip operator																	
00006	RODRIGUES	64															
00011	XI	200															
00025	ROYCE	200															
OCCUPATION TOTALS		464				64		200				57		3		2	
Painter-Journeyman																	
00028	WASHINGTON	200						200				100		1		1	
OCCUPATION TOTALS		200						200				100		1		1	
heavy duty repairman/welder																	
00005	TRACY	200															
00008	LOVE	175															
OCCUPATION TOTALS		375		175								47		2		1	
laborer																	
00003	SHINTAZO	240						240									
00014	ABURDEE	126										126		2		2	
OCCUPATION TOTALS		366						240				126		2		2	
carpenter journeyman																	
00001	PORTER	232															
00013	LOSHINI	240															
OCCUPATION TOTALS		232	240	232								240	51	1	1	1	1
administrative asst																	
00032	PEITRA	240															
OCCUPATION TOTALS		240										240		1		1	

TrueLine Documentation - Construction

ETHNIC TOTALS COUNTY -- 6 100 CONTRA COSTA COUNTY

DATE 5/11/99 PG 2

WORK HOURS OF EMPLOYMENT														TOTAL NO. OF		TOTAL NO. OF	
ALL EMPL--		BLACK--		HISPANIC--		ASIAN--		INDIAN--		PERCT	PERCT	EMPLOYEES		MINORITIES			
MALE	FEML	MALE	FEML	MALE	FEML	MALE	FEML	MALE	FEML	MINOR	MALE	FEML	MALE	FEML	MALE	FEML	
1877	240	407	64	640	366	240	81	11	10	1	8	1	8	1	8	1	
TOTALS																	
1877	240	407	64	640	366	240	81	11	10	1	8	1	8	1	8	1	
COMPANY TOTALS																	

Ethnic Report Job (MCP428) (MCP428A)

Access

Menu 156, Option 2

Purpose

Use these reports as a record of ethnic employment by job. The reports can also be sent to those governing agencies that require ethnic reporting.

The system prints the Ethnic Report Job (MCP428) report when you select to sort the report by union. When you select sort by occupation code, the system prints the Ethnic Report Job (MCP428A) report.

Information will only print on this report for jobs that you indicate require ethnic code reporting in the Job Master. For more information, see the *Job Cost Reference Manual*.

Employees are included on the report based on the E.E.O. code and gender code you enter in the Labor Master file.

For more information, see “About Ethnic Reports” in this chapter.

Print Procedure

Step 1: At the P/R Ethnic Report Menu (156) choose Option 2, By Job. The system displays the Ethnic Job And District Report Requestor, By Job screen.

Step 2: At the Ethnic Job And District Report Requestor, By Job screen, select the location, sort type and date range to print on the report.

To print the Ethnic Report Job (MCP428) report, select Sort by Union Code (“U”).

To print the Ethnic Report Job (MCP428A) report, select Sort by Occupation Code (“O”).

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Ethnic Job And District Report Requestor, By Job Screen

The system displays this screen when you select By Job at the P/R Ethnic Report Menu.

Use this screen to select information to print on the Ethnic Report Job report.

Field Descriptions

SELECT ALL OR ENTER SPECIFIC JOB - Required. To specify the jobs to be included on the report, select from the following:

ALL - Optional. To select all jobs in which employees have worked, check the box ("X") To select one job, leave blank.

JOB - Optional. Maximum 6 digits. To select one job, type the job number. To select all jobs, leave blank.

SORT ORDER - Required. To specify the sort order of the report, select from the following:

SORT BY UNION CODE - Optional. To print the report sorted by union code, select Sort By Union Code ("U").

SORT BY OCCUPATION - Optional. To print the report sorted by occupation code, select Sort By Occupation ("O").

FROM DATE - Optional. Maximum 6 digits. To print all records from jobs set up for ethnic reporting, leave blank. To select records beginning with a specific date, type the date.

TO DATE - Optional. Maximum 6 digits. To print all records from jobs set up for ethnic reporting, leave blank. To select records ending with a specific date, type the date.

Function Key Descriptions

F3 Return to the menu without printing the report.

F6 Submit the report to print and return to the menu.

F12 Return to the menu without printing the report.

Enter Edit the screen.

Contents

The information on the (MCP428) report comes from the Financial Entity Master file (N1ENTM), the Financial Posting Table (G2LDCH), the Job Master file (A2JBMS), the Labor Master file (AGLBMS), and the Union Master file (A0UNIN).

The report sorts first by job number, then by union code.

The information on the (MCP428A) report comes from the Job Master file (A2JBMS), the Occupation Code Table (C1OCUP), and the Labor Master file (AGLBMS).

The report sorts first by job number, then by occupation code.

Sample reports follows this description.

Header Block - The following information only prints on the (MCP428) report:

COMPANY NAME AND ADDRESS - The name and address displays from the Entity Master. The system uses the entity to which the “PR” transaction code posts.

E.I.N. (Employer Identification Number) - The federal ID number from the Financial Entity Master displays.

CURRENT GOALS: MINORITY___ FEMALE___ -The report prints blank lines for you to enter your company goals for minority and female hiring.

Title

(Report Title) - The report title prints the job number and description from the Job Master file.

(Dates) - The dates you entered at the report request screen display.

Column Headings

CONSTRUCTION TRADES - On the (MCP428) report, the system displays each union/sub-union description in which employees worked.

EMP NO - On the (MCP428A) report, the system displays each occupation by description within which employees worked, then lists each employee with time entered under the occupation code.

EMPLOYEE NAME LAST, FIRST - On the (MCP428A) report, the employees' last names and first names display.

WORK HOURS OF EMPLOYMENT - The report prints the number of hours worked in the appropriate column:

ALL EMPL - The total number of hours worked display, split by male and female.

BLACK - The hours worked by employees using the "B" ethnic code display, split by male and female.

HISPANIC - The hours worked by employees using the "S" ethnic code display, split by male and female.

ASIAN - The hours worked by employees using the "O" ethnic code display, split by male and female.

INDIAN - The hours worked by employees using the "I" ethnic code display, split by male and female.

PERCT MINOR - The system uses the above codes to calculate the percentage of hours worked by minorities. The calculation is:

total hours worked by minorities / the total hours worked

PERCT FEMALE - The system uses the gender code in the Labor Master to calculate the percentage of hours worked by women. The calculation is:

total hours worked by women / the total hours worked

TOTAL NO OF EMPLOYEES - For rows that include records for more than one employee, the system displays the number of male and female employees.

TOTAL NO OF MINORITIES - For rows that include records for more than one employee, the system displays the number of minority male and minority female employees.

Total Lines

The following totals print on the MCP428A report:

OCCUPATION TOTALS - The totals by occupation code display.

JOB TOTALS - The totals for each job display, including all occupation codes.

COMPANY TOTALS - The totals for the report display.

The following totals print on the MCP428 report:

TOTAL JOURNEY WORKERS - The totals for workers with journey skill level on the Union Master display.

TOTAL APPRENTICES - The totals for workers with apprentice skill level on the Union Master display.

TOTAL TRAINEES - The totals for workers with trainee skill level on the Union Master display.

TOTALS - The totals for each job display, including all union codes.

COMPANY JOURNEY WORKERS - For all jobs on the report, the company totals for workers with journey skill level on the Union Master display.

COMPANY APPRENTICES - For all jobs on the report, the company totals for workers with apprentice skill level on the Union Master display.

COMPANY TRAINEES - For all jobs on the report, the company totals for workers with trainee skill level on the Union Master display.

COMPANY TOTALS - The totals for the report display.

Message Lines

COMPANY OFFICIAL'S SIGNATURE AND TITLE - The report prints this message at the end of each job section, with room for the signature.

TELEPHONE NUMBER - The telephone number from the Financial Entity Master displays.

DATE SIGNED - The report prints this message with room for the date.

TrueLine Documentation-Construction

JORDAN LONGFELLOW (NEW)	E.I.N. 94-43568799	E T H N I C R E P O R T J O B --				3 Timberhill Shopping Center				DATE 5/11/99 PG 1	
1234 MAIN STREET		7/01/99 TO 8/01/99				CURRENT GOALS: MINORITY					
THISTLEY, CA	95555					FEMALE					
-----WORK HOURS OF EMPLOYMENT-----											
CONSTRUCTION		ALL EMPLOYMENT		BLACK		HISPANIC		ASIAN		INDIAN	
TRADES		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
CEMENT MASONS	696	232		64				43		4	2
IRON WORKERS	375	175			200			100		2	2
PAINTER'S UNION	200				200			100		1	1
CARPENTER'S UNION		240					240	100	100	1	1
LABORER'S UNION	366				240		126	100		2	2
SALARIED RECORD	240					240		100		1	1

TrueLine Documentation-Construction

JORDAN LONGFELLOW (NEW) E.I.N. 94-43568799 E T H N I C T O T A L S J O B -- 3 Timberhill Shopping Center DATE 5/11/99 PG 2
1234 MAIN STREET 7/01/99 TO 8/01/99
THISTLEY, CA 95555

	-----WORK HOURS OF EMPLOYMENT-----				-----INDIAN-----				TOTAL NO. OF			
	ALL EMPL--		BLACK----		HISPANIC--		ASIAN----		EMPLOYEES		MINORITIES	
	MALE	FEML	MALE	FEML	MALE	FEML	MALE	FEML	MALE	FEML	MALE	FEML
TOTAL JOURNEY WORKERS	1511	240	407		64		400		240	240	77	14
TOTAL APPRENTICES	366						240		126		100	
TOTAL TRAINEES												
TOTALS	1877	240	407		64		640		366	240	81	11

TOTAL NO. OF		TOTAL NO. OF	
EMPLOYEES	MINORITIES	EMPLOYEES	MINORITIES
MALE	FEML	MALE	FEML
8	1	6	1
2		2	

COMPANY OFFICIAL'S SIGNATURE AND TITLE _____ DATE SIGNED _____
TELEPHONE NUMBER: _____

TrueLine Documentation-Construction

JORDAN LONGFELLOW (NEW)		E.I.N. 94-43568799		E T H N I C T O T A L S		DATE 5/11/99 PG	
1234 MAIN STREET		7/01/99 TO 8/01/99					
THISTLEY, CA		95555					
		-----WORK HOURS OF EMPLOYMENT-----					
		-----ALL EMPL-----		-----INDIAN-----		TOTAL NO. OF	
		MALE FEML		MALE FEML		EMPLOYEES	
		MALE FEML		MALE FEML		MALE FEML	
		MALE FEML		MALE FEML		MALE FEML	
		MALE FEML		MALE FEML		MALE FEML	
		MALE FEML		MALE FEML		MALE FEML	
		MALE FEML		MALE FEML		MALE FEML	
		MALE FEML		MALE FEML		MALE FEML	
		MALE FEML		MALE FEML		MALE FEML	
		MALE FEML		MALE FEML		MALE FEML	
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ETHNIC REPORT JOB -- 3 Timberhill Shopping Center

DATE 5/11/99 PG 1

7/01/99 TO 8/01/99

[illegible]

7/01/99 TO 8/01/99

WORK HOURS OF EMPLOYMENT				TOTAL NO. OF					
-----BLACK-----				EMPLOYEES					
-----HISPANIC-----				MINORITIES					
-----ASIAN-----				MALE FEMALE					
-----INDIAN-----				MALE FEMALE					
-----PERCENT-----				MALE FEMALE					
1877	MALE	240	407	64	366	240	11	8	1
1877	FEMALE	240	407	64	366	240	11	8	1
JOB TOTALS									
COMPANY TOTALS									

*** End of Report***

Ethnic Report State (MCP429) (MCP429A)

Access

Menu 156, Option 3

Purpose

Use these reports as a record of ethnic employment by state. The reports can also be sent to those governing agencies that require ethnic reporting.

The system prints the Ethnic Report State (MCP429) report when you select to sort the report by union. When you select sort by occupation code, the system prints the Ethnic Report State (MCP429A) report.

Information will only print on this report for jobs that you indicate require ethnic code reporting in the Job Master. For more information, see the *Job Cost Reference Manual*.

Employees are included on the report based on the E.E.O. code and gender code you enter in the Labor Master file.

For more information, see “About Ethnic Reports” in this chapter.

Print Procedure

Step 1: At the P/R Ethnic Report Menu (156) choose Option 3, By State. The system displays the Ethnic Job And District Report Requestor, By State screen.

Step 2: At the Ethnic Job And District Report Requestor, By State screen, select the location, sort type and date range to print on the report.

To print the Ethnic Report State (MCP429) report, select Sort by Union Code (“U”).

To print the Ethnic Report State (MCP429A) report, select Sort by Occupation Code (“O”).

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Ethnic Job And District Report Requestor, By State Screen

The system displays this screen when you select By State at the P/R Ethnic Report Menu.

Use this screen to select information to print on the Ethnic Report State report.

Field Descriptions

SELECT ALL OR ENTER SPECIFIC STATE - Required. To specify the states to be included on the report, select from the following:

ALL - Optional. To select all states in which employees have worked, check the box ("X"). To select one state, leave blank.

STATE - Optional. Maximum 2 digits. To select one state, type the state code. To select all states, leave blank.

SORT ORDER - Required. To specify the sort order of the report, select from the following:

SORT BY UNION CODE - Optional. To print the report sorted by union code, select Sort By Union Code ("U").

SORT BY OCCUPATION - Optional. To print the report sorted by occupation code, select Sort By Occupation ("O").

FROM DATE - Optional. Maximum 6 digits. To print all records from jobs set up for ethnic reporting, leave blank. To select records beginning with a specific date, type the date.

TO DATE - Optional. Maximum 6 digits. To print all records from jobs set up for ethnic reporting, leave blank. To select records ending with a specific date, type the date.

Function Key Descriptions

F3 Return to the menu without printing the report.

F6 Submit the report to print and return to the menu.

F12 Return to the menu without printing the report.

Enter Edit the screen.

Contents

The information on the (MCP429) report comes from the Financial Entity Master file (N1ENTM), the Financial Posting Table (G2LDCH), the Job Master file (A2JBMS), the Labor Master file (AGLBMS), the Union Master file, (A0UNIN), and the State Table (B4STAT).

The report sorts first by state code, then by union/sub-union code.

The information on the (MCP429A) report comes from the Job Master file (A2JBMS), the State Table (B4STAT), the Occupation Code Table (C1OCUP), and the Labor Master file (AGLBMS).

The report sorts first by state code, then by occupation code and employee number.

Sample reports follows this description.

Header Block - The following information only prints on the (MCP429) report:

COMPANY NAME AND ADDRESS - The name and address displays from the Entity Master. The system uses the entity to which the “PR” transaction code posts.

E.I.N. (Employer Identification Number) - The federal ID number from the Financial Entity Master displays.

CURRENT GOALS: MINORITY___ **FEMALE**___ -The report prints blank lines for you to enter your company goals for minority and female hiring.

Title

(Report Title) - The report title prints the state and description from the State Table.

(Dates) - The dates you entered at the report request screen display.

Column Headings

CONSTRUCTION TRADES - On the (MCP429) report, the system displays each union/sub-union description in which employees worked.

EMP NO - On the (MCP429A) report, the system displays each occupation by description within which employees worked, then lists each employee with time

entered under the occupation code.

EMPLOYEE NAME LAST, FIRST - On the (MCP427A) report, the employees' last names and first names display.

WORK HOURS OF EMPLOYMENT - The report prints the number of hours worked in the appropriate column:

ALL EMPL - The total number of hours worked display, split by male and female.

BLACK - The hours worked by employees using the "B" ethnic code display, split by male and female.

HISPANIC - The hours worked by employees using the "S" ethnic code display, split by male and female.

ASIAN - The hours worked by employees using the "O" ethnic code display, split by male and female.

INDIAN - The hours worked by employees using the "I" ethnic code display, split by male and female.

PERCT MINOR - The system uses the above codes to calculate the percentage of hours worked by minorities. The calculation is:

total hours worked by minorities / the total hours worked

PERCT FEMALE - The system uses the gender code in the Labor Master to calculate the percentage of hours worked by women. The calculation is:

total hours worked by women / the total hours worked

TOTAL NO OF EMPLOYEES - For rows that include records for more than one employee, the system displays the number of male and female employees.

TOTAL NO OF MINORITIES - For rows that include records for more than one employee, the system displays the number of minority male and minority female employees.

Total Lines

The following totals print on the MCP429A report:

OCCUPATION TOTALS - The totals by occupation code display.

TOTALS - The totals for each state display, including all occupation codes.

COMPANY TOTALS - The totals for the report display.

The following totals print on the MCP429 report:

TOTAL JOURNEY WORKERS - The totals for workers with journey skill level on the Union Master display.

TOTAL APPRENTICES - The totals for workers with apprentice skill level on the Union Master display.

TOTAL TRAINEES - The totals for workers with trainee skill level on the Union Master display.

TOTALS - The totals for each state display, including all union codes.

COMPANY JOURNEY WORKERS - For all states on the report, the company totals for workers with journey skill level on the Union Master display.

COMPANY APPRENTICES - For all states on the report, the company totals for workers with apprentice skill level on the Union Master display.

COMPANY TRAINEES - For all states on the report, the company totals for workers with trainee skill level on the Union Master display.

COMPANY TOTALS - The totals for the report display.

Message Lines

COMPANY OFFICIAL'S SIGNATURE AND TITLE - The report prints this message at the end of each state section, with room for the signature.

TELEPHONE NUMBER - The telephone number from the Financial Entity Master displays.

DATE SIGNED - The report prints this message with room for the date.

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JORDAN LONGFELLOW (NEW)		E.I.N. 94-43568799		E T H N I C R E P O R T		S T A T E		6 CALIFORNIA		DATE 5/11/99 PG 1	
1234 MAIN STREET		95555		7/01/99 TO 8/01/99		CURRENT GOALS:		MINORITY		FEMALE	
THISTLEY, CA											
</											

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JORDAN LONGFELLOW (NEW)		E.I.N. 94-43568799		E T H N I C T O T A L S		DATE 5/11/99 PG 3	
1234 MAIN STREET				7/01/99 TO 8/01/99			
THISTLEY, CA		95555					
		-----WORK HOURS OF EMPLOYMENT-----		-----INDIAN-----		TOTAL NO. OF	
		-----ALL EMPL-----		-----PERCT-----		EMPLOYEES	
		MALE FEML		MALE FEML		MALE FEML	
		1511 240		407 407		8 1	
COMPANY JOURNEY WORKERS				64 64		77 14	
						1 6	
COMPANY APPRENTICES		366		240		2	
COMPANY TRAINEES						2	
COMPANY TOTALS		1877 240		407 64		10 1	
						8 1	
						1 1	
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E T H N I C R E P O R T S T A T E ----- 6 CALIFORNIA

DATE 5/11/99 PG 1

7/01/99 TO 8/01/99

EMP NO	EMPLOYEE NAME LAST, FIRST	-----WORK HOURS OF EMPLOYMENT-----								-----INDIAN-----				TOTAL NO. OF EMPLOYEES		TOTAL NO. OF MINORITIES	
		---ALL EMP---		---BLACK---		---HISPANIC---		---ASIAN---		PERCT MINOR	PERCT FEMALE	MALE	FEMALE	MALE	FEMALE		
equip operator																	
00006	MARCUS	64															
00011	XI	200						200									
00025	ROYCE	200															
OCCUPATION TOTALS		464			64			200		57				3		2	
Painter-Journeyman																	
00028	NORMAN	200						200						1		1	
OCCUPATION TOTALS		200						200		100							
heavy duty repairman/welder																	
00005	TRACY	200															
00008	LOVE	175			175												
OCCUPATION TOTALS		375			175					47				2		1	
laborer																	
00003	SHINTAZO	240						240									
00014	ABURDEE	126										126					
OCCUPATION TOTALS		366						240				100		2		2	
carpenter journeyman																	
00001	PORTER	232			232												
00013	LOSHINI	240															
OCCUPATION TOTALS		232	240	232								240		1	1	1	1
administrative asst																	
00032	PEITRA	240															
OCCUPATION TOTALS		240												1		1	

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ETHNIC TOTALS STATE -- 6 CALIFORNIA

DATE 5/11/99 PG 2

7/01/99 TO 8/01/99

WORK HOURS OF EMPLOYMENT

ALL EMPL--		BLACK----		HISPANIC--		ASIAN----		INDIAN--		PERCT	PERCT	TOTAL NO. OF	
MALE	FEML	MALE	FEML	MALE	FEML	MALE	FEML	MALE	FEML	MINOR	MALE	MALE	FEML
1877	240	407		64		640		366	240	81	11	10	1
TOTALS													
1877	240	407		64		640		366	240	81	11	10	1
COMPANY TOTALS													

*** End of Report***

Detail By Employee Listings

Access

Menu 104, Option 21

Description

Use this option to print listings of the earnings and deductions for all employees. The listings available from this screen are:

- Current/Prior Year P/R Employee Earnings (MCG501)
- Current/Prior P/R Yr. Earnings Listing By State (MCG114)
- Current/Prior P/R Yr. Earnings Listing By City (MCG112)
- Current/Prior P/R Yr. Earnings Listing By County (MCG113)
- Current/Prior P/R Yr. Earnings Listing By Union (MCG119)
- Current/Prior P/R Yr. Deduction File Listing (MCG502)
- 401K Contribution and 125S Insurance Labor Master Listing (MCP124)

Each report is described separately following this task.

Procedure

- Step 1:** At the P/R Personnel Menu (104), choose Option 21, Detail By Employee. The system displays the Employee Earnings Listing screen.
- Step2:** At the Employee Earnings Listing screen, select the year and report you want to print.
- Step 3:** **To submit the report to print**, press F6.
- Step 4:** To return to the menu without printing the report, press F3.

Employee Earnings Listing Screen

The system displays this screen when you press Detail By Employee at the P/R Personnel Menu.

Use this screen to select the listings and year you want to print.

Field Descriptions

SELECT THE PAYROLL YEAR - Required. To print the earnings for the current payroll year, press Current Year (“C”). To print the earnings for the prior payroll year, press Prior Year (“P”).

SELECT THE LISTING(S) TO BE PRODUCED - Optional. To print one or more listings, check the box (“X”).

If you want to print:	Then select:
Current/Prior Year P/R Employee Earnings (MCG501)	Employee Detail Earnings Summary
Current/Prior P/R Yr. Earnings Listing By State (MCG114)	Employee Earnings By State
Current/Prior P/R Yr. Earnings Listing By City (MCG112)	Employee Earnings By City
Current/Prior P/R Yr. Earnings Listing By County (MCG113)	Employee Earnings By County

If you want to print:	Then select:
Current/Prior P/R Yr. Earnings Listing By Union (MCG119)	Employee Earnings By Union
Current/Prior P/R Yr. Deduction File Listing (MCG502)	Employee Deductions Listing
401K Contribution and 125S Insurance Labor Master Listing (MCP124)	Employee 401K/125S Deductions

Function Key Descriptions

- F3** Return to the main menu without submitting the report(s).
- F6** Submit the report(s) to print.
- F12** Return to the main menu without submitting the report(s).

Current/Prior Year P/R Employee Earnings (MCG501)

Access

Menu 104, Option 21

Purpose

Use the Current or Prior Year P/R Employee Earnings (MCG501) reports to view federal earnings information sorted by employee code.

For more information about the selection screen, see “Detail By Employee Listing” in this chapter.

Print Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 21, Detail By Employee. The system displays the Employee Earnings Listings screen.
- Step 2:** At the Employee Earnings Listings screen, select the year you want and select Employee Detail Earnings Summary (“X”).
- Step 3:** To submit the report to print, press F6.
- Step 4:** To return to the menu, press F3.

Contents

The information in this report comes from the Union Master file (A0UNIN), the Earnings--Federal and Base file (BAERGS), the State Earnings file (BBERGS), the Earnings--City file (BCERGS), the County Master file (B3CNTY), the Earnings--Deductions file (BDERGS), the Earnings--Unions file (BEERGS), the Earnings--County file (BFERGS), the State Master file (B4STAT), the City Master file (B6CITY), and the Deductions Master file (B0DEDC).

A sample report follows this description.

Row Headings

EMPN - The employee number, last name, first name, middle initial, and social security number display. The report sorts by employee number. Each row of employee identification information is underlined and the remaining earnings information for the employee is listed below.

CODE - A code to identify the type of earnings information displays.

FD - Federal

ST - State; includes the state code

CN - County; includes the state and county codes

CT - City; includes the state and city codes

UN - Union; includes the union code and type of deduction:

GR - Gross wages

VI - Vacation In

VO - Vacation Out

DU - Union Dues

IN - Union Initiation

MS - Union Miscellaneous

DD - Miscellaneous deductions

Column Headings

DESCRIP - A description of the code displays. Federal records, state name, city name, county name, union description, and miscellaneous deduction descriptions are listed as appropriate.

TAXGR/AMT - For federal, state, city, county, and union gross lines, this is the taxable gross. For union and miscellaneous deductions, this is the total amount to date.

SICK GRS - The amount of sick gross paid displays.

NON-TXGR - The total amount of non-taxable lump sum payments displays.

TAX W/H - The amount of income tax withheld displays.

FICA(OASDI) - For federal records, the amount of FICA(OASDI) deducted displays.

SDI - For state records, the amount of SDI deducted displays.

SUI - For state records, the amount of employee SUI deducted displays.

FICA(HI) - For federal records, the amount of FICA(HI) deducted displays.

UNEMP ERGS - This field is not used.

DEP/EX - The number of dependent exemptions claimed displays.

PER/EX - The number of personal exemptions claimed displays.

ITM/EX - The number of itemized exemptions claimed displays.

ADD TAX \$ - The amount of additional tax withheld displays.

ADD TAX % - The additional percent of gross wages withheld displays.

NO FICA/SDI - On federal or state records, if the employee is exempt from FICA or SUI, a "Y" displays.

TAXTBL - The tax table type code displays, based on federal marital status.

1 - Single

2 - Married

SCH - The payroll schedule code displays:

1 - Weekly

2 - Bi-weekly

3 - Semi-monthly

4 - Monthly

NR - If the employee is a non-resident of the state, a "Y" displays.

WEEKS - The total number of weeks the employee worked in the state, city, or county. Based on the payroll schedule and number of pay cycles run to date.

HOURS - The total number of hours the employee worked displays for the federal record.

The number of hours the employee worked as a member of the specific union displays for each union.

Total Lines

COMPANY TOTALS - The report prints the total federal gross amount, federal income tax withheld, FICA (OASDI), and FICA(HI) amounts.

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CURRENT YEAR P/R EMPLOYEE EARNINGS

EMPN	CODE	DESCRIP	TXGR/AMT	SICK	GRS	NON-TXGR	TAX W/H	FICA(OASDI)	SUI	UNEMP ERGS	DEP/EX	PER/EX	ITM/EX	ADD TAX \$	ADD TAX %	NO FICA/SDI	TXTEL	SCH	NR	WEEKS	HOURS
FD		FEDERAL RCD	3236.44				637.50	200.66		46.93							1	1			114.00
ST 6		CALIFORNIA	3236.44				170.40	161.82	174.77								1			4	90.00
UN	6	GR CEMENT MASON	2260.00																		
UN	6	VI CEMENT MASON	304.20																		
UN	6	VO CEMENT MASON	304.20																		
UN	6	DU CEMENT MASON	127.00																		
UN	6	IN CEMENT MASON	126.00																		
UN	8	GR IRON WORKERS	600.00																		24.00
UN	8	VI IRON WORKERS	72.24																		
UN	8	VO IRON WORKERS	72.24																		
DD 20		FED TAX GARN																			

00006 RODRIGUES
MARCUS
I
571-43-9844

FD		FEDERAL RCD	6931.48				1145.77	425.54		99.53	1						1	1			246.00
ST 2		ALASKA	1646.04				164.60		.34		1						1			3	
ST 6		CALIFORNIA	5285.44				235.60	260.86	282.11		1						1			9	
CN 6 100		CONTRA COSTA	1135.20				56.57										1				
CT 6 1001		WALNUT CREEK	1135.20				18.86										1				
UN	6	GR CEMENT MASON	6100.00																		246.00
UN	6	VI CEMENT MASON	831.48																		
UN	6	VO CEMENT MASON	831.48																		
UN	6	DU CEMENT MASON	22.00																		
DD 20		FED TAX GARN	10.00																		
DD 20		FED TAX GARN	10.00																		

00008 LOVE
ROBIN
A
213-56-4897

FD		FEDERAL RCD	3473.98				794.79	215.38		50.37	1						1	1			124.00
ST 6		CALIFORNIA	3473.98				234.70	173.70	187.60				1				1			4	
CN 6 100		CONTRA COSTA	3361.20				178.60										1			1	
CT 6 1001		WALNUT CREEK	3361.20				59.53										1			1	
UN	6	GR CEMENT MASON	50.00																		2.00
UN	6	VI CEMENT MASON	6.76																		
UN	6	VO CEMENT MASON	6.76																		
UN	8	GR IRON WORKERS	3050.00																		122.00
UN	8	VI IRON WORKERS	367.22																		
UN	8	VO IRON WORKERS	367.22																		
DD 25		BEFORE UNION																			

COMPANY TOTALS

16,773.
4,330.21
1,012.69

70,035.99

Current/Prior P/R Yr. Earnings Listing By State (MCG114)

Access

Menu 104, Option 21

Purpose

Use the Current or Prior P/R Yr. Earnings Listing By State (MCG114) reports to view state earnings information sorted by state. Within each state, the report sorts by employee number.

For more information about the selection screen, see “Detail By Employee Listing” in this chapter.

Print Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 21, Detail By Employee. The system displays the Employee Earnings Listings screen.
- Step 2:** At the Employee Earnings Listings screen, select the year you want and select Employee Earnings by State (“X”).
- Step 3:** **To submit the report to print**, press F6.
- Step 4:** To return to the menu, press F3.

Contents

The information in this report comes from the Labor Master--State file (ABLBMS), the Labor Master file (AGLBMS), the State Master file (B4STAT), and the Filing Type Records file (B9TXDA).

A sample report follows this description.

Row Headings

SDI EARNINGS LIMIT - The SDI earnings limit for the employee from the state tax table displays. If no tax table has been set up for this state, the system displays the message “** NO STATE RECORD FOUND **.”

SUI EARNINGS LIMIT - The SUI earnings limit for the employer from the state tax table displays. If no tax table has been set up for this state, the system displays the message “** NO STATE RECORD FOUND **.”

Column Headings

EMPNO - For each employee with earnings in the state, the employee number displays.

EMPLOYEE NAME - The employee's last name, first name, and middle initial display. If the earnings file contains records for an employee who no longer

exists in the Labor Master, the system displays the message “*** NO NAME MATCH **.”

YTD SICK GROSS - The total amount of sick pay earned for the year displays.

YTD TAX GRS - The taxable gross pay earned in the state for the year displays.

YTD NTAX GRS - The non-taxable gross pay earned in the state for the year displays.

IN-STATE SUI TOWARD LIMIT - The gross pay earned in the state applied toward the State Unemployment Insurance limit. The gross earnings added to this amount stops when the limit is reached.

IN-STATE SUI BEYOND LIMIT - The gross pay earned in the state after the State Unemployment Insurance limit has been met. The gross earnings added to this amount begins when the limit is reached.

RECIPROCITY TOWARD LIMIT - The gross pay earned in reciprocal states but applied toward the State Unemployment Insurance limit in this state. The gross earnings added to this amount stops when the limit is reached.

RECIPROCITY BEYOND LIMIT - The gross pay earned out of state after the State Unemployment Insurance limit has been met. The gross earnings added to this amount begins when the limit is reached.

YTD SUI TOWARD LIMIT - The total gross pay earned both in-state and in reciprocal states toward the SUI limit in this state. The gross earnings added to this amount stops when the limit is reached.

SDI EARNGS - The gross pay earned in the state applied toward the State Disability Insurance limit.

SDI W/H - The total amount of SDI withheld from employee earnings displays.

SUI W/H - The total amount of SUI withheld from employee earnings displays.

YTD SIT - The total amount of state income tax withheld for the year displays.

YTD WKS - The number of weeks worked in the state for the year displays.

Total Lines

STATE XX TOTALS - For each state, the report prints state totals for each column. The system staggers amounts for each column to allow for field width.

COMP TOTALS - On the last page of the report, the system totals all columns for the report. The system staggers amounts for each column to allow for field width.

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CURRENT P/R YR. EARNINGS LISTING FOR STATE
6 - CALIFORNIA
DATE
2/17/99
PAGE
3

EMPNO	EMPLOYEE NAME	YTD SICK GRS	YTD TAX GRS	YTD NTAX GRS	IN-STATE SUI TOWARD LIMIT	RECIPROCITY BEYOND LIMIT	RECIPROCITY TOWARD LIMIT	YTD SUI TOWARD LIMIT	SDI EARNGS	SDI W/H	SUI W/H	YTD YTD SIT WKS
----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
	SDI EARNINGS LIMIT-----											
	SUI EARNINGS LIMIT-----											
00001	PORTER JON	227.04	8,693.28		7,000.00	1,359.48		7,000.00	8,920.32	364.52	466.73	375.14 19
00002	MEDRANO LOUISA		3,798.22		3,798.22			3,798.22	3,798.22	121.14	205.11	118.58 10
00003	SHINTAZO JAIME		1,582.75		1,551.50			1,551.50	1,582.75	56.31	83.78	25.82 4
00005	TRACY RICHARD L		3,236.44		3,236.44			3,236.44	3,236.44	161.82	174.77	170.40 4
00006	RODRIGUES MARCUS I		5,285.44		5,224.09			5,224.09	5,285.44	260.86	282.11	235.60 9
00008	LOVE ROBIN A		3,473.98		3,473.98			3,473.98	3,473.98	173.70	187.60	234.70 4
00009	HONG TIMOTHY R		6,101.70		1,040.20	5,061.50	5,959.80	7,000.00	6,101.70	305.09	329.49	501.62 2
00010	MARTELL JOYCE		227.04		227.04		227.04	454.08	227.04	11.35	12.26	2.61 1
00011	XI CHAN		1,539.20		1,539.20			1,539.20	1,539.20	76.96	83.12	72.06 4
00012	RONSTON JACK F		922.00	250.00	1,209.00			1,209.00	922.00	46.11	49.79	
00013	LOSHINI AMY		296.30		296.30			296.30	296.30	14.81	16.00	4.44 2
00014	ABURDEE SALOMON T		5,900.00		5,900.00			5,900.00	5,900.00	295.00	318.60	430.17 3
00020	JOHNSON AMANDA P		133.52		133.52			133.52	133.52	6.68	7.20	
00021	ROGERS CYNTHIA		224.08		224.08			224.08	224.08	11.20	12.10	3.63 1
00022	HOMES GREG		227.04		227.04			227.04	227.04	11.35	12.26	3.75 1
00023	JACKSON LARRY		227.04		227.04			227.04	227.04	11.35	12.26	3.75 1
00024	FREIDMAN SARA		227.04		227.04			227.04	227.04	11.35	12.26	3.75 1
00030	MONTERO ABEL A		4,770.40		4,770.40			4,770.40	4,770.40	238.52	257.60	321.36 2
00035	HARDING SHAWN		5,676.00		1,000.00	4,352.00	5,676.00	6,676.00	5,676.00	283.80	306.50	488.36 1
00053	MAYBERRY DERRICK L		1,135.20		1,135.20			1,135.20	1,135.20	56.76	61.30	66.06 1
	STATE 6 TOTALS		53,676.67		42,440.29		11,862.84	54,303.13	53,903.71	2,518.68	2,890.84	3,061.80
	STATE 6 TOTALS			250.00		10,772.98						
	COMP TOTALS		70,035.99	250.00	47,220.57	22,635.82	21,985.84	69,206.41	70,263.03	2,518.68		3,553.21
		227.04					9,413.50				2,891.18	

Current/Prior P/R Yr. Earnings Listing By City (MCG112)

Access

Menu 104, Option 21

Purpose

Use the Current or Prior P/R Yr. Earnings Listing By City (MCG112) reports to view city earnings information sorted by state. Within each state, the report sorts by city code and then by employee number.

For more information about the selection screen, see “Detail By Employee Listing” in this chapter.

Print Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 21, Detail By Employee. The system displays the Employee Earnings Listings screen.
- Step 2:** At the Employee Earnings Listings screen, select the year you want and select Employee Earnings by City (“X”).
- Step 3:** **To submit the report to print**, press F6.
- Step 4:** To return to the menu, press F3.

Contents

The information in this report comes from the Labor Master--City file (ACLBMS), the Labor Master file (AGLBMS), the State Master file (B4STAT), and the City Master file (B6CITY).

A sample report follows this description.

Row Headings

CITY - For each city in which an employee has earnings, the report prints each city code and description.

Column Headings

EMPNO - For each employee with earnings in the city, the employee number displays.

EMPLOYEE NAME - The employee last name, first name, and middle initial display.

YTD SICK GRS - The total amount of sick pay earned for the year displays.

YTD TAX GRS - The taxable gross pay earned in the city for the year displays.

YTD NON-TAX GRS - The non-taxable gross pay earned in the city for the year

displays.

YTD TAX W/H - The city income tax withheld for the year displays.

YTD WKS - The number of weeks worked in the city for the year displays.

Total Lines

CITY TOTAL - After the list of employees, the report prints the city code and description, and the totals for taxable gross, tax withheld, and weeks worked.

Current/Prior P/R Yr. Earnings Listing By County (MCG113)

Access

Menu 104, Option 21

Purpose

Use the Current or Prior P/R Yr. Earnings Listing By County (MCG113) reports to view county earnings information sorted by state. Within each state, the report sorts by county code and then by employee number.

For more information about the selection screen, see “Detail By Employee Listing” in this chapter.

Print Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 21, Detail By Employee. The system displays the Employee Earnings Listings screen.
- Step 2:** At the Employee Earnings Listings screen, select the year you want and select Employee Earnings by County (“X”).
- Step 3:** **To submit the report to print**, press F6.
- Step 4:** To return to the menu, press F3.

Contents

The information in this report comes from the Labor Master--County file (AFLBMS), the Labor Master file (AGLBMS), the State Master file (B4STAT), and the County Master file (B3CNTY).

A sample report follows this description.

Row Headings

COUNTY - For each county in which an employee has earnings, the report prints each county code and description.

Column Headings

EMPNO - For each employee with earnings in the county, the employee number displays.

EMPLOYEE NAME - The employee last name, first name, and middle initial displays.

YTD SICK GRS - The total amount of sick pay earned for the year displays.

YTD TAX GRS - The taxable gross pay earned in the county for the year displays.

YTD NON-TAX GRS - The non-taxable gross pay earned in the county for the

year displays.

YTD TAX W/H - The county income tax withheld for the year displays.

YTD WKS - The number of weeks worked in the county for the year displays.

Total Lines

COUNTY TOTAL - After the list of employees, the report prints the county code and description, and the totals for taxable gross, tax withheld, and weeks worked.

TrueLine Documentation-Construction		CURRENT YEAR EARNINGS LISTING BY COUNTY FOR STATE 6 - CALIFORNIA				DATE 2/17/99	PAGE 1
EMPNO	EMPLOYEE NAME	YTD SICK GRS	YTD TAX GRS	YTD NON-TAX GRS	YTD TAX W/H	YTD WKS	
----	-----	-----	-----	-----	-----	-----	
COUNTY 100 - CONTRA COSTA COUNTY							
00001	PORTER		1,635.20		72.03	2	
00006	RODRIGUES		1,135.20		56.57		
00008	LOVE		3,361.20		178.60	1	
00009	HONG		6,101.70		343.02	1	
00010	MARTELL		227.04		1.39		
00011	XI		1,135.20		56.57	1	
00012	RONSTON						
00014	ABURDEE		5,900.00		319.38	1	
00021	ROGERS		224.08		1.91	1	
00022	HOMES		227.04		2.08	1	
00023	JACKSON		227.04		2.08	1	
00024	FREIDMAN		227.04		2.08		
00030	MONTERO		4,770.40		175.44	1	
00035	HARDING		5,676.00		329.02		
00053	MAYBERRY		1,135.20		56.57		
COUNTY 100 - CONTRA COSTA COUNTY		TOTALS	31,982.34		1,596.74	10	

Current/Prior P/R Yr. Earnings Listing By Union (MCG119)

Access

Menu 104, Option 21

Purpose

Use the Current or Prior P/R Yr. Earnings Listing By Union (MCG119) reports to view union earnings information sorted by union. Within each union, the report sorts by employee number.

For more information about the selection screen, see “Detail By Employee Listing” in this chapter.

Print Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 21, Detail By Employee. The system displays the Employee Earnings Listings screen.
- Step 2:** At the Employee Earnings Listings screen, select the year you want and select Employee Earnings by Union (“X”).
- Step 3:** **To submit the report to print,** press F6.
- Step 4:** To return to the menu, press F3.

Contents

The information in this report comes from the Labor Master--Union file (AELBMS), the Base Labor Master file (AGLBMS), and the Union Master file (A0UNIN).

A sample report follows this description.

Column Headings

UNION - The union number and description displays. Each Union prints on a different page.

EMPNO - For each employee with earnings in the union, the employee number displays.

EMPLOYEE NAME - The employee last name, first name, and middle initial displays.

GN - For each employee, the gender code from the Labor Master displays:

1 - Male

2 - Female

E - For each employee, the ethnic code from the Labor Master displays, if any:

B - Black

M - Mexican

C - Caucasian

O - Oriental

I - American Indian S - Spanish-Hispanic

TAXBL GRS - The taxable gross pay earned while working in this union displays.

TOTAL HRS - The total number of hours worked under this union displays.

VACAT-IN - The total amount paid for vacation in displays.

VACAT-OUT - The total amount deducted for vacation out displays.

DUES - The total amount deducted for union dues displays.

INIT - The total amount deducted for union initiation fees displays.

MISC - The total amount deducted for miscellaneous union deductions displays.

Total Lines

UNION TOTALS - For each union, the report prints the number of employees listed, and the totals for each column heading.

COMPANY TOTAL - On the last page of the report, the system totals amounts in each column for all unions on the report.

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UNION		EMPNO	EMPLOYEE NAME	GN	E	TAXBL	GRS	TOTAL HRS	VACAT-IN	VACAT-OUT	DUES	INIT	MISC	DATE	2/17/99	PAGE	1		
CURRENT P/R YEAR EMPLOYEE EARNINGS BY UNION																			
6 CEMENT MASONS																			
	00001	PORTER	JON	1	B	4383.02	154.00	520.52	520.52	520.52	22.00								
	00002	MEDRANO	LOUIS	2	M	3498.22	119.00	402.22	402.22	402.22									
	00005	TRACY	RICHA	L	C	2564.20	90.00	304.20	304.20	304.20	127.00	126.00							
	00006	RODRIGUES	MARCU	I	M	6931.48	246.00	831.48	831.48	831.48	22.00								
	00008	LOVE	ROBIN	A	B	56.76	2.00	6.76	6.76	6.76									
	00009	HONG	TIMOT	R	1	12260.16	432.00	1460.16	1460.16	1460.16	22.00								
	00010	MARTELL	JOYCI	2		908.16	32.00	108.16	108.16	108.16	22.00								
	00030	MONTERO	ABEL	A	1	2270.40	80.00	270.40	270.40	270.40	22.00								
UNION TOTALS												8	32872.40	1155.00	3903.90	3903.90	237.00	126.00	.00
COMPANY TOTALS													63435.99	2291.00	6762.74	6744.74	259.00	126.00	.00

Current/Prior P/R Yr. Deduction File Listing (MCG502)

Access

Menu 104, Option 21

Purpose

Use the Current or Prior P/R Yr. Deduction File Listing (MCG502) reports to view deduction information sorted by employee number. Within each employee, the report sorts by deduction number.

For more information about the selection screen, see “Detail By Employee Listing” in this chapter.

Print Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 21, Detail By Employee. The system displays the Employee Earnings Listings screen.
- Step 2:** At the Employee Earnings Listings screen, select the year you want and select Employee Deductions Listing (“X”).
- Step 3:** **To submit the report to print**, press F6.
- Step 4:** To return to the menu, press F3.

Contents

The information in this report comes from the Labor Master--Deductions file (ADLBMS), the Labor Master file (AGLBMS), and the Employee Deduction file (A5EDED).

A sample report follows this description.

Row Headings

For each employee, the report prints the following information:

EMPLOYEE NUMBER

EMPLOYEE NAME - Last name, first name, and middle initial.

SOCIAL SECURITY NUMBER

Column Headings

DED NO - The number that identifies each miscellaneous deduction.

TYPE - The check type used for the deduction displays.

\$ / DAY - The amount per day to be deducted displays.

\$ / HOUR - The amount per hour to be deducted displays.

TARGETS

PERCENT - The percent of wages for each pay period to be deducted displays. The percentage is calculated on gross wages unless "From Net" is flagged.

PAY PERIOD - The amount to be deducted each pay period displays.

MONTHLY - The maximum to be deducted per month displays.

YEARLY - The maximum to be deducted per year displays.

TOTAL - The maximum to be deducted over the life of the deduction displays.

FROM NET - If "Y" displays, the deduction is calculated using a percent of net wages. If no "Y" displays, it is calculated using gross wages.

LIMITS -For deductions taken on percent of gross or net, the system limits the deduction in the following ways:

LOWER - The amount of wages that must be earned before the system will take the deduction displays.

UPPER - The maximum amount the system will take for the deduction in any pay period displays.

TO DATE DEDUCTIONS

MONTH - The amount deducted to date for the month displays. The system clears this field when you run the pay cycle completion for each pay period flagged for clearance in the Payroll Date Schedule.

YEAR - The amount deducted to date for the year displays. When you run the annual transition, the system clears this field.

TOTAL - The total amount deducted to date over the life of the deduction displays.

IGNORE DEDUCT - If a "Y" displays, the system does not currently take this deduction.

BYPASS AUTOMATIC SCHEDULE - If a "Y" displays, the system will take only the override amounts for the week(s) specified.

DEDUCTION OVERRIDES - If you set up deduction overrides, they display as follows:

WEEK - The pay period to which the override applies displays.

AMOUNT - The amount to be applied for the pay period displays.

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CURRENT P/R YR. DEDUCTION FILE LISTING

										<----->				TO DATE DEDUCTIONS				BYPASS	
DED.	NO.	TYPE	\$ / DAY	\$ / HOUR	PERCENT	PAY PERIOD	TARGETS MONTHLY	YEARLY	TOTAL	FROM NET	LOWER	UPPER	MONTH	YEAR	TOTAL	IGNORE DEDUCT	SCHEDULE		
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---
00001 PORTER JON 100-00-1000																			

008			.00	.00	.00	10.00	.00	.00	.00		.00	.00	10.00	10.00	10.00				
020			.00	.00	.00	5.00	30.00	.00	.00		.00	.00	5.00	25.00	25.00				
030			.00	.00	.00	.00	.00	.00	.00		.00	.00	.00	.00	.00				
00006 RODRIGUES MARCUS I 571-43-9844																			

020			.00	.00	.00	10.00	.00	.00	.00		.00	.00	.00	10.00	10.00				
-->DEDUCTION OVERRIDES																			
WEEK AMOUNT																			
14 .00																			
020	1		.00	.00	.00	10.00	.00	.00	.00		.00	.00	.00	10.00	10.00				
00008 LOVE ROBIN A 213-56-4897																			

025			.00	.00	.00	.00	.00	.00	.00		.00	.00	.00	.00	.00				
040			.00	.00	.00	10.00	.00	20.00	.00		.00	.00	.00	20.00	20.00		Y		
060			.00	.00	.00	50.00	.00	.00	1,000.00		.00	.00	.00	50.00	50.00				
00020 JOHNSON AMANDA P 459-89-3433																			

020			.00	1.00	.00	.00	.00	10.00	.00		.00	.00	.00	1.00	1.00				
030		5.00	.00	.00	.00	.00	.00	.00	.00		40.00	.00	.00	20.00	20.00		Y		
040		.00	.00	.00	10.00	.00	.00	.00	.00		200.00	75.00	.00	10.00	10.00				
030	1	.00	.00	5.00	.00	.00	.00	.00	.00		.00	.00	.00	.00	.00				

401K Contribution and 125S Insurance Labor Master Listing (MCP124)

Access

Menu 104, Option 21

Purpose

Use the 401K Contribution and 125S Insurance Labor Master Listing (MCP124) to view union earnings information sorted by employee number, then deduction number, then federal, state, county, and city records.

For more information about the selection screen, see “Detail By Employee Listing” in this chapter.

This report sorts according to the sort order specified in P/R Definition Setup.

Print Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 21, Detail By Employee. The system displays the Employee Earnings Listings screen.
- Step 2:** At the Employee Earnings Listings screen, select the year you want and select Employee 401(k)/125(s) Deductions (“X”).
- Step 3:** **To submit the report to print**, press F6.
- Step 4:** To return to the menu, press F3.

Contents

The information in this report comes from the Labor Master--401K Deductions file (AJLBMS).

A sample report follows this description.

Column Headings

CHECK TYPE - The check type used for the deduction displays.

EMPL NO - The employee code displays.

DED # - The deduction number displays.

STATE - The state code where the deduction is taken displays. “00” is a federal record.

COUNTY - The county code where the deduction is taken displays.

CITY - The city code where the deduction is taken displays.

DESIGNATOR - The code that identifies this deduction as an employee or employer deduction displays:

I - employee deduction E - employer liability

DON'T DEDUCT - If a “Y” displays, the system does not currently take this deduction. This flag appears only on the federal record, but applies to all records.

(GOVERNMENT BODY) - The system displays the specific governing body to which the deduction rules apply:

(Federal)	(State)
(County)	(City)

(FIT/SIT/CIT) - For FIT, SIT, or CIT, the report prints the amounts that limit how much is taken before taxes.

(FICA/SDI) - For FICA or SDI, the report prints the amounts that limit how much is taken before taxes.

(FUI/SUI) - For FUI or SUI, the report prints the amounts that limit how much is taken before taxes.

Row Headings

The report displays specific targets for each deduction. On the federal record, the targets are used to control how much is taken for the deduction. For all other records, the amounts control how much is taken prior to taxes.

PERIOD TARGET - The amount deducted in a pay period displays.

MONTHLY TARGET - The maximum amount to be taken before taxes in a month displays.

YEARLY TARGET - The maximum amount to be taken before taxes in a year displays.

TOTAL TARGET - The maximum amount to be taken before taxes over the life of the deduction displays.

PAY PERIOD % TARGET - The percent of gross wages the system will use in calculating the deduction displays.

LOW LIMT BEFORE DEDUCT - The minimum amount of gross wages the employee must earn before the deduction is calculated displays.

LEAVE AT LEAST THIS AMT - The net earnings amount to remain after the contribution is deducted displays. The system will adjust the target amounts as necessary to leave at least this amount.

TrueLine Documentation-Construction

401K CONTRIBUTION AND 125S INSURANCE DEDUCTION LABOR MASTER LISTING - CURRENT YEAR

CHECK									
TYPE	EMPL NO.	DED #	STATE	COUNTY	CITY	DESIGNATOR	DON'T DEDUCT	(FEDERAL)	
----	-----	-----	----	-----	-----	-----	-----	-----	
	00022	145	00	000	0000	I			
(FIT)									
				TO DATE		PERIOD	(FICA)		
PERIOD	TARGET	.00				TARGET	.00		
MONTHLY	TARGET	.00		22.70		MONTHLY	TARGET	.00	
YEARLY	TARGET	1500.00		22.70		YEARLY	TARGET	.00	
TOTAL	TARGET	.00		22.70		TOTAL	TARGET	.00	
CHECK									
TYPE	EMPL NO.	DED #	STATE	COUNTY	CITY	DESIGNATOR		(STATE)	
----	-----	-----	----	-----	-----	-----		-----	
	00022	145	06	000	0000	I			
(SIT)									
				TO DATE		PERIOD	(SDI)		
PERIOD	TARGET	.00				TARGET	.00		
MONTHLY	TARGET	.00		.00		MONTHLY	TARGET	.00	
YEARLY	TARGET	.00		.00		YEARLY	TARGET	.00	
TOTAL	TARGET	.00		.00		TOTAL	TARGET	.00	
CHECK									
TYPE	EMPL NO.	DED #	STATE	COUNTY	CITY	DESIGNATOR		(COUNTY)	
----	-----	-----	----	-----	-----	-----		-----	
	00022	145	06	100	0000	I			
(CIT)									
				TO DATE					
PERIOD	TARGET	.00							
MONTHLY	TARGET	.00		.00					
YEARLY	TARGET	.00		.00					
TOTAL	TARGET	.00		.00					
CHECK									
TYPE	EMPL NO.	DED #	STATE	COUNTY	CITY	DESIGNATOR		(CITY)	
----	-----	-----	----	-----	-----	-----		-----	
	00022	145	06	000	1001	I			
(CIT)									
				TO DATE					
PERIOD	TARGET	.00							
MONTHLY	TARGET	.00		.00					
YEARLY	TARGET	.00		.00					
TOTAL	TARGET	.00		.00					

PAY PERIOD % TARGET : 10.00
LOW LIMIT BEFORE DEDUCT : .00
LEAVE AT LEAST THIS AMT: .00

TO DATE
PERIOD TARGET .00
MONTHLY TARGET .00
YEARLY TARGET .00
TOTAL TARGET .00

(FUI)
PERIOD TARGET .00
MONTHLY TARGET .00
YEARLY TARGET .00
TOTAL TARGET .00

TO DATE
PERIOD TARGET .00
MONTHLY TARGET .00
YEARLY TARGET .00
TOTAL TARGET .00

(SDI)
PERIOD TARGET .00
MONTHLY TARGET .00
YEARLY TARGET .00
TOTAL TARGET .00

TO DATE
PERIOD TARGET .00
MONTHLY TARGET .00
YEARLY TARGET .00
TOTAL TARGET .00

(SIT)
PERIOD TARGET .00
MONTHLY TARGET .00
YEARLY TARGET .00
TOTAL TARGET .00

(COUNTY)
PERIOD TARGET .00
MONTHLY TARGET .00
YEARLY TARGET .00
TOTAL TARGET .00

(CITY)

Quarterly Earnings By Pay Period (MCG701)

Access

Menu 104, Option 22

Purpose

Use the Quarterly Earnings By Pay Period (MCG701) report to review employee earnings, sorted by state, for each pay period in a quarter. The report prints for either prior or current year and for any quarter you specify.

This report sorts by state code, then by employee number, and finally by week ending date.

Print Procedure

- Step 1:** At the P/R Personnel Menu (104) choose Option 22, Quarterly Detail By Pay Period. The system displays the Quarterly Earnings By Pay Period screen.
- Step 2:** At the Quarterly Earnings By Pay Period screen, specify the year and quarter you want on the report.
- Step 3:** **To submit the report to print**, press F6.
- Step 4:** To return to the menu, press F3.

Quarterly Earnings By Pay Period Screen

The system displays this screen when you select Quarterly Earnings By Pay Period at the P/R Personnel Menu.

Use this screen to select the year and quarter you want to print on the report.

Field Descriptions

SELECT THE PAYROLL YEAR - Required. To print the earnings for the current payroll year, press Current Year (“C”). To print the earnings for the prior payroll year, press Prior Year (“P”).

QUARTER NUMBER - Required. One digit. To specify the quarter for earnings, type the appropriate quarter number (1, 2, 3, or 4) or use the Roll buttons.

Function Key Descriptions

F3 Return to the menu.

F6 Submit the report to print.

Contents

The information in this report comes from the Labor Master file (AGLBMS), the State Master file (B4STAT), the State Earnings file (BBERGS), and the Prepays--State file (CBPPAY).

A sample report follows this description.

Row Headings

QTR (Quarter) - The quarter you selected at the report selection screen displays.

STATE - The state code and description for each state with earnings for the quarter.
If the state master has been deleted, the system displays "*** INVALID STATE ***" as the description.

Column Headings

EMPNO - The employee code displays.

LAST NAME - The employee's last name displays.

FIRST NAME - The employee's first name displays.

MI - The employee's middle initial displays.

S.S.NO. - The employee's social security number displays.

PERIOD ENDING - Within the specified quarter, the period ending date displays for each period in which the employee had earnings.

P/R MONTH - For each pay period ending date listed, the payroll month displays.

SICK GROSS - If any sick gross was paid for a period, the amount displays.

TAXABLE GROSS - The total amount of gross wages, including sick gross, wages, and taxable lump sums for the pay period displays.

NON-TAX GROSS - If any non-taxable lump sums were paid, the amount displays for the period.

Total Lines

EMPLOYEE TOTALS - For each column displaying a gross amount, the report prints the total for the employee.

STATE TOTALS - For all employees listed for a state, the report prints the total for each gross amount.

COMPANY TOTALS - The report prints the total paid by the company for each gross amount.

TrueLine Documentation-Construction										QUARTERLY EARNINGS BY PAY PERIOD-CURRENT P/R YEAR			DATE	PAGE	
										QTR 4 STATE 41 OREGON					
EMPNO	LAST NAME	FIRST NAME	MI	S.S.NO.	PERIOD ENDING	P/R MONTH	SICK GROSS	TAXABLE GROSS	NON-TAX GROSS						
00009	HONG	TIMOTHY	R	651-89-1382	12/26/1998	12/98	.00	283.80	.00						
					12/27/1998	12/98	.00	5,676.00	.00						
					EMPLOYEE TOTALS		.00	5,959.80	.00						
00010	MARTELL	JOYCIE		541-89-4551	12/25/1998	12/98	.00	227.04	.00						
					EMPLOYEE TOTALS		.00	227.04	.00						
00035	HARDING	SHAWN		574-89-3800	12/28/1998	12/98	227.04	5,676.00	.00						
					EMPLOYEE TOTALS		227.04	5,676.00	.00						
							STATE TOTALS		227.04	11,862.84	.00				
							COMPANY TOTALS		227.04	70,035.99	250.00				

Employee Earnings Listing (MCP170)

Access

Menu 158, Option 11, F17

Purpose

Use this option to print the Employee Earnings Listing (MCP170) report.

Use these reports as a record of the employee earnings summary information displayed through Inquiry.

This report prints a separate page for:

Federal Earnings	Union Earnings
State Earnings	County Earnings
City Earnings	Sui Earnings
Deduction Earnings	Insurance Earnings

Each type of earnings record can be printed individually or as one report. See the Print Procedure for instructions.

The headings for individual earnings listings are described separately later in this task.

Print Procedure

Step 1: At the P/R Exception Reports and Inquiry Menu (158) choose Option 11, Employee Earnings. The system displays the Employee Earnings Inquiry, Selection Criteria screen.

Step 2: At the Employee Earnings Inquiry, Selection Criteria screen, type the employee number and date range for earnings you want to view and press Enter. The system displays the Employee Earnings Inquiry, Summary Display screen.

Step 3: At the Employee Earnings Inquiry, Summary Display screen, you can print the entire earnings report.

To submit the report to print, press F17.

Step 4: At any other Employee Earnings Inquiry screen, you can print selected portions of the earnings listing.

Access the specific type of information by using the function keys:

F14 = State earnings

F15 = SUI earnings

F16 = Insurance

F18 = Federal earnings

F19 = City earnings

F20 = Deductions

F21 = Union

F22 = County earnings

At the specific inquiry screen, press F17. The system submits the listing report for the specific type of earnings you are viewing.

Step 5: To return to the menu, press F3.

Contents

The information in this report comes from the following files

Earnings - Federal And Base (BAERGS MBR2, MBR4)	Prepays - Federal And Base (CAPPAY MBR2, MBR3)
State Earnings (BBEARGS MBR2, MBR4)	Prepays - State (CBPPAY MBR2, MBR3)
Earnings - City (BCERGS MBR2, MBR4)	Prepays - City (CCPPAY MBR2, MBR3)
Earnings - Deductions (BDERGS MBR2, MBR4)	Prepays - Deductions (CDPPAY MBR2, MBR3)
Earnings - Unions (BEERGS MBR2, MBR4)	Prepays - Unions (CEPPAY MBR2, mbr3)
Earnings - County (BFERGS MBR2, MBR4)	Prepays - County (CFPPAY MBR2, MBR3)
Earnings - Sui State (BGERGS MBR2, MBR4)	Insurance Class Earnings (BHERGS MBR2)
Labor Master (AGLBMS)	401K Deductions Master (C0DEDC)
Deductions Master (B0DEDC)	

A single sample report for all earnings listings follows this description.

Column Headings: Federal Earnings

This report contains information based on the Employee Earnings Inquiry, Summary Display screen.

PP - If the transaction is a prepay, a “P” displays.

WEEKEND DATE - The pay period ending date for each transaction displays.

1 HR / PAY - The first line displays the hours worked at wage rate 1. The system calculates the amount and displays it on the next line: hours by rate.

2 HR / PAY - The first line displays the hours worked at wage rate 2. The system calculates the amount and displays it on the next line: hours by rate.

3 HR / PAY - The first line displays the hours worked at wage rate 3. The system calculates the amount and displays it on the next line: hours by rate.

4 HR / PAY - The first line displays the hours worked at wage rate 4. The system calculates the amount and displays it on the next line: hours by rate.

NET EARN - The net amount of the transaction displays.

F.I.C.A. OASDI HI - The first line displays the amount deducted for Old Age Survivor Disability Insurance. The second line displays the amount deducted for the health portion of social security.

TAXABLE GRS N-TAX GROSS - The first line displays the total taxable gross for the record, including gross wages and lump sum amounts. The second line displays the non-taxable lump sum amount for the record.

F.I.T. S.I.T. - The first line displays the federal income tax withheld. The second line displays the state income tax withheld.

S.U.I. S.D.I. - The first line displays the state unemployment insurance deducted from the employee. The second line displays the state disability insurance tax deducted from the employee.

PAY CODE SICK GROSS - The first line displays the total amount for taxable pay codes. The second line displays the amount paid as sick pay.

UNION DED MISC DED - The first line displays the total amount for union deductions. The second line displays the total for all deductions, including 401K/125S.

Column Headings: State Earnings

PP - If the transaction is a prepay, a “P” displays.

WEEKEND DATE - The pay period ending date for each transaction displays.

STATE - The code that identifies the state displays.

SICK GROSS - The system displays the amount paid as sick pay.

TAXABLE GROSS - The amount of taxable gross earnings displays.

N-TAXABLE GROSS - The amount of non-taxable gross earnings displays.

S.I.T. - The amount of state income tax withheld displays.

S.D.I. - The amount withheld for employee state disability insurance displays.

S.U.I. - The amount withheld for employee state unemployment insurance displays.

Column Headings: City Earnings

PP - If the transaction is a prepay, a “P” displays.

WEEKEND DATE - The pay period ending date for each transaction displays.

STATE - The code that identifies the state displays.

CITY - The code that identifies the city displays.

SICK GROSS - The system displays the amount paid as sick pay.

TAXABLE GROSS - The total amount of taxable gross earnings displays.

CITY GROSS - The amount of gross earnings subject to city tax displays.

CITY TAX - The amount of city income tax withheld displays.

Column Headings: Deduction Earnings

PP - If the transaction is a prepay, a "P" displays.

WEEKEND DATE - The pay period ending date for each transaction displays.

DEDUCT SER # - The deduction number which identifies the deduction displays.

DESCRIPTION - The description of the deduction displays.

DEDUCT (Check) TYPE - The check type displays, if any.

AMOUNT - The amount withheld for the deduction displays.

UNION - The union code associated with the deduction displays, if it is set up as a union deduction.

SUB UNION - The sub-union code associated with the deduction displays, if it is set up as a union deduction.

Column Headings: Union Earnings

PP - If the transaction is a prepay, a "P" displays.

WEEKEND DATE - The pay period ending date for each transaction displays.

UNION - The code that identifies the union displays.

SUB UNION - The code that identifies the sub union displays.

P/R MONTH - The payroll month to which the union earnings were posted.

VACATION IN - The amount of vacation in earnings added to the employee's gross wages displays.

VACATION OUT - The amount of vacation out deducted from the employee's gross wages displays.

DUES INIT - The total deducted for union dues and initiation displays.

MISC. UNION DED - The total deducted for miscellaneous deductions set up in the Union Master file.

TAXABLE PYCD N-TAX PYCD - The first line displays the total taxable lump sum earnings. The second line displays the total non-taxable lump sum earnings.

H & W PENSION - The first line displays the burden paid for union health and welfare. The second line displays the burden paid for union pension.

MISC 1 MISC 2 - The first line displays the burden paid for the miscellaneous fringe 1. The second line displays the burden paid for miscellaneous fringe 2.

MISC 3 MISC 4 - The first line displays the burden paid for the miscellaneous fringe 3. The second line displays the burden paid for miscellaneous fringe 4.

MISC 5 MISC 6 - The first line displays the burden paid for the miscellaneous fringe 5. The second line displays the burden paid for miscellaneous fringe 6.

MISC 7 MISC 8 - The first line displays the burden paid for the miscellaneous fringe 7. The second line displays the burden paid for miscellaneous fringe 8.

MISC 9 MISC 10 - The first line displays the burden paid for the miscellaneous fringe 9. The second line displays the burden paid for miscellaneous fringe 10.

MISC 11 MISC 12 - The first line displays the burden paid for the miscellaneous fringe 11. The second line displays the burden paid for miscellaneous fringe 12.

MISC 13 FLAT FRINGE % OF GROSS - The first line displays the burden paid for the miscellaneous fringe 13. The second line displays the amount paid as flat percent of gross burden.

Column Headings: County Earnings

PP - If the transaction is a prepay, a “P” displays.

WEEKEND DATE - The pay period ending date for each transaction displays.

STATE - The code that identifies the state displays.

COUNTY - The code that identifies the county displays.

SICK GROSS - The amount of sick pay earned in the county displays.

TAXABLE GROSS - The total amount of taxable gross earnings subject to county tax displays.

COUNTY TAX - The county income tax withheld displays.

Column Headings: SUI Earnings

WEEKEND DATE - The pay period ending date for each transaction displays.

STATE - The code that identifies the state displays.

GROSS SUI EARN - The earnings subject to employee SUI withholding displays.

DEDUCTION BEFORE SUI - The total gross earnings not subject to SUI withholding displays.

NET SUI - The amount on which SUI is calculated displays.

Column Headings: Insurance Earnings

WEEKEND DATE - The pay period ending date for each transaction displays.

STATE - The code that identifies the state displays.

W/C INSUR CLASS - The code that identifies the insurance occupation class displays.

W/C INSUR REF - The code that identifies the insurance class reference displays.

W/C GROSS - The earnings on which workmen’s compensation is calculated. If the Insurance Master is flagged as Premium Based on Hours, the field is blank.

PL/PD GROSS - The earnings on which personal liability/ property damage premium is calculated.

TrueLine Documentation-Construction										EMPLOYEE EARNINGS LISTING										DATE		PAGE	
EMPLOYEE: 00001 PORTER										JUN													
FROM 6/01/99 8/30/99																							
FEDERAL EARNINGS:										F. I. C. A													
P	WEEKEND	1	HR	2	HR	3	HR	4	HR	NET	OASDI TAXABLE		GRS	F. I. T	S. U. I	PAY CODE	UNION DED						
P	DATE	/	PAY	/	PAY	/	PAY	/	PAY	EARN	HI	N-TAX	GROSS	S. I. T	S. D. I	SICK	MISC DED						
-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-						
	8/29/1999	40.00	.00	.00	.00	.00	.00	.00	.00	225.28	45.58	735.20	735.20	116.55	37.72	.00	.00						
		600.00	.00	.00	.00	.00	.00	.00	.00		10.66	.00	.00	27.34	34.92	.00	61.46						
	8/22/1999	40.00	.00	.00	.00	.00	.00	.00	.00	203.28	45.58	735.20	735.20	116.55	37.72	.00	22.00						
		600.00	.00	.00	.00	.00	.00	.00	.00		10.66	.00	.00	27.34	34.92	.00	61.46						
	7/23/1999	40.00	.00	.00	.00	.00	.00	.00	.00	205.88	45.58	735.20	735.20	110.95	37.72	.00	.00						
		600.00	.00	.00	.00	.00	.00	.00	.00		10.66	.00	.00	27.34	34.92	.00	86.46						
	7/16/1999	40.00	.00	.00	.00	.00	.00	.00	.00	187.88	45.58	735.20	735.20	103.95	37.72	.00	.00						
		600.00	.00	.00	.00	.00	.00	.00	.00		10.66	.00	.00	27.34	34.92	.00	111.46						
	7/09/1999	40.00	.00	.00	.00	.00	.00	.00	.00	187.88	45.58	735.20	735.20	103.95	37.72	.00	.00						
		600.00	.00	.00	.00	.00	.00	.00	.00		10.66	.00	.00	27.34	34.92	.00	111.46						
	7/02/1999	40.00	.00	.00	.00	.00	.00	.00	.00	200.46	43.10	695.20	695.20	93.54	30.17	.00	.00						
		560.00	.00	.00	.00	.00	.00	.00	.00		10.08	.00	.00	16.73	27.94	.00	108.66						
	7/01/1999	40.00	.00	.00	.00	.00	.00	.00	.00	165.88	45.58	735.20	735.20	103.95	37.72	.00	22.00						
		600.00	.00	.00	.00	.00	.00	.00	.00		10.66	.00	.00	27.34	34.92	.00	111.46						
	6/25/1999	40.00	3.00	.00	.00	.00	.00	.00	.00	296.44	53.19	857.84	857.84	135.05	44.01	.00	.00						
		600.00	112.50	.00	.00	.00	.00	.00	.00		12.44	80.00	80.00	37.76	40.75	.00	123.05						
	6/18/1999	40.00	.00	.00	.00	.00	.00	.00	.00	199.91	43.30	735.20	735.20	116.55	37.72	.00	22.00						
		600.00	.00	.00	.00	.00	.00	.00	.00		10.13	.00	.00	28.52	34.92	.00	66.46						

EMPLOYEE EARNINGS LISTING

DATE 5/10/99 PAGE 2

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EMPLOYER: 00001 PORTER

JUN

FROM 6/01/99 8/30/99

STATE EARNINGS:

P DATE	STATE	SICK GROSS	TAXABLE GROSS	N-TAXABLE GROSS	S.I.T	S.D.I	S.U.I
-	----	-----	-----	-----	-----	-----	-----
8/29/1999	6	.00	735.20	.00	27.34	34.92	37.72
8/22/1999	6	.00	735.20	.00	27.34	34.92	37.72
7/23/1999	6	.00	735.20	.00	27.34	34.92	37.72
7/16/1999	6	.00	735.20	.00	27.34	34.92	37.72
7/09/1999	6	.00	735.20	.00	27.34	34.92	37.72
7/02/1999	6	.00	588.16	.00	16.73	27.94	30.17
7/02/1999	26	.00	107.04	.00	.00	.00	.00
7/01/1999	6	.00	735.20	.00	27.34	34.92	37.72
6/25/1999	6	.00	857.84	80.00	37.76	40.75	44.01
6/18/1999	6	.00	735.20	.00	28.52	34.92	37.72

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EMPLOYEE: 00001 PORTER JON
FROM 6/01/99 8/30/99

DATE 5/10/99 PAGE 3

EMPLOYEE EARNINGS LISTING

CITY EARNINGS:

P	WEEKEND	DATE	STATE	CITY	SICK	GROSS	TAXABLE	GROSS	CITY	GROSS	CITY	TAX
-	----	-	----	-	----	-	----	-	----	-	----	-
		8/29/1999	6	1001		.00	735.20		10.12			
		8/22/1999	6	1001		.00	735.20		10.12			
		7/23/1999	6	1001		.00	735.20		10.12			
		7/16/1999	6	1001		.00	735.20		10.12			
		7/09/1999	6	1001		.00	735.20		10.12			
		7/02/1999	6	1001		.00	588.16		7.33			
		7/01/1999	6	1001		.00	735.20		10.12			
		6/25/1999	6	1001		.00	857.84		12.45			
		6/18/1999	6	1001		.00	735.20		10.12			

EMPLOYEE EARNINGS LISTING

DATE 5/10/99 PAGE 4

TrueLine Documentation-Construction
EMPLOYER: 00001 PORTER JUN
FROM 6/01/99 8/30/99

DEDUCTION EARNINGS:

P DATE	P WEEKEND	DEDUCT	SER #	DESCRIPTION	DEDUCT TYPE	AMOUNT	UNION	SUB UNION
8/29/1999			8	INITIATION		10.00	100	
8/29/1999			401	401 K DEDUCTION		36.76	0	
8/29/1999			500	EMPLOYER/EMPLOYEE 401K		14.70	0	
8/22/1999			8	INITIATION		10.00	100	
8/22/1999			401	401 K DEDUCTION		36.76	0	
8/22/1999			500	EMPLOYER/EMPLOYEE 401K		14.70	0	
7/23/1999			8	INITIATION		10.00	100	
7/23/1999			20	FED TAX GARNISHMENTS		5.00	0	
7/23/1999			30	125S DEDUCTION		20.00	0	
7/23/1999			401	401 K DEDUCTION		36.76	0	
7/23/1999			500	EMPLOYER/EMPLOYEE 401K		14.70	0	
7/16/1999			8	INITIATION		10.00	100	
7/16/1999			20	FED TAX GARNISHMENTS		5.00	0	
7/16/1999			30	125S DEDUCTION		45.00	0	
7/16/1999			401	401 K DEDUCTION		36.76	0	
7/16/1999			500	EMPLOYER/EMPLOYEE 401K		14.70	0	
7/09/1999			8	INITIATION		10.00	100	
7/09/1999			20	FED TAX GARNISHMENTS		5.00	0	
7/09/1999			30	125S DEDUCTION		45.00	0	
7/09/1999			401	401 K DEDUCTION		36.76	0	
7/09/1999			500	EMPLOYER/EMPLOYEE 401K		14.70	0	
7/02/1999			8	INITIATION		10.00	100	
7/02/1999			20	FED TAX GARNISHMENTS		5.00	0	
7/02/1999			30	125S DEDUCTION		45.00	0	
7/02/1999			401	401 K DEDUCTION		34.76	0	
7/02/1999			500	EMPLOYER/EMPLOYEE 401K		13.90	0	
7/01/1999			8	INITIATION		10.00	100	
7/01/1999			20	FED TAX GARNISHMENTS		5.00	0	
7/01/1999			30	125S DEDUCTION		45.00	0	
7/01/1999			401	401 K DEDUCTION		36.76	0	
7/01/1999			500	EMPLOYER/EMPLOYEE 401K		14.70	0	
6/25/1999			8	INITIATION		10.00	100	
6/25/1999			20	FED TAX GARNISHMENTS		5.00	0	
6/25/1999			30	125S DEDUCTION		48.00	0	
6/25/1999			401	401 K DEDUCTION		42.89	0	
6/25/1999			500	EMPLOYER/EMPLOYEE 401K		17.16	0	
6/18/1999			8	INITIATION		10.00	100	
6/18/1999			20	FED TAX GARNISHMENTS		5.00	0	
6/18/1999			401	401 K DEDUCTION		36.76	0	
6/18/1999			500	EMPLOYER/EMPLOYEE 401K		14.70	0	

EMPLOYEE EARNINGS LISTING

TrueLine Documentation-Construction
EMPLOYER: 00001 PORTER
FROM 6/01/99 8/30/99

DATE 5/10/99

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UNION EARNINGS:

P DATE	UNION	UNION	SUB	P/R	VACATION	VACATION	DUES	MISC.	TAXABLE	H & W	MISC 1	MISC 2	MISC 3	MISC 4	MISC 5	MISC 6	MISC 7	MISC 8	MISC 9	MISC 10	MISC 11	MISC 12	MISC 13
				MONTH	IN	OUT	INIT	UNION DED	N-TAX PYCD	PENSION													FLAG FRINGE % OF GROSS
8/29/1999	6			8/99	135.20	135.20	.00	.00	.00	146.00	8.48	3.60	20.00	20.00	14.00	14.00	10.00	10.00	.00	.00	.00	.00	.00
8/22/1999	6			8/99	135.20	135.20	22.00	.00	.00	104.80	8.48	3.60	16.00	16.00	12.00	12.00	.00	.00	.00	.00	.00	.00	6.00
7/23/1999	6			7/99	135.20	135.20	.00	.00	.00	104.80	8.48	3.60	16.00	16.00	12.00	12.00	10.00	10.00	.00	.00	.00	.00	6.00
7/16/1999	6			7/99	135.20	135.20	.00	.00	.00	104.80	8.48	3.60	16.00	16.00	12.00	12.00	10.00	10.00	.00	.00	.00	.00	6.00
7/09/1999	6			7/99	135.20	135.20	.00	.00	.00	104.80	8.48	3.60	16.00	16.00	12.00	12.00	10.00	10.00	.00	.00	.00	.00	6.00
7/02/1999	6			7/99	135.20	135.20	.00	.00	.00	104.80	8.48	3.60	16.00	16.00	12.00	12.00	10.00	10.00	.00	.00	.00	.00	6.00
7/01/1999	6			7/99	135.20	135.20	22.00	.00	.00	146.00	8.48	3.60	20.00	20.00	14.00	14.00	10.00	10.00	.00	.00	.00	.00	5.60
6/25/1999	6			6/99	145.34	145.34	.00	.00	.00	104.80	9.12	3.60	16.00	16.00	12.00	12.00	10.75	10.75	.00	.00	.00	.00	6.00
6/18/1999	6			6/99	135.20	135.20	22.00	.00	80.00	112.66	3.87	3.87	17.20	17.20	12.90	12.90	.00	.00	.00	.00	.00	.00	7.13
								.00	.00	146.00	8.48	3.60	20.00	20.00	14.00	14.00	10.00	10.00	6.00	6.00	2.00	1.60	1.20
								.00	.00	104.80	3.60	3.60	16.00	16.00	12.00	12.00	8.00	8.00	4.00	4.00	1.60	1.60	6.00

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EMPLOYEE: 00001 PORTER
FROM 6/01/99 8/30/99

DATE 5/10/99 PAGE 6

EMPLOYEE EARNINGS LISTING

COUNTY EARNINGS:

P WEEKEND

P	DATE	STATE	COUNTY	SICK	GROSS	TAXABLE	GROSS	COUNTY	TAX
-	----	----	-----	-----	-----	-----	-----	-----	-----
	8/29/1999	6	100		.00		735.20		30.37
	8/22/1999	6	100		.00		735.20		30.37
	7/23/1999	6	100		.00		735.20		30.37
	7/16/1999	6	100		.00		735.20		30.37
	7/09/1999	6	100		.00		735.20		30.37
	7/02/1999	6	100		.00		588.16		21.99
	7/01/1999	6	100		.00		735.20		30.37
	6/25/1999	6	100		.00		857.84		37.36
	6/18/1999	6	100		.00		735.20		30.37

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EMPLOYEE: 00001 PORTER
FROM 6/01/99 8/30/99

DATE 5/10/99 PAGE 7

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SUI EARNINGS:									
WEEKEND		GROSS		GROSS		DEDUCTION		NET SUI	
DATE	STATE	SUI EARN	SUI SICK EARN	BEFORE SUI	BEFORE SUI	BEFORE SUI	BEFORE SUI	BEFORE SUI	BEFORE SUI
8/29/1999	6	735.20	.00	36.76	.00	.00	.00	.00	.00
8/22/1999	6	735.20	.00	36.76	.00	.00	.00	.00	.00
7/23/1999	6	735.20	.00	36.76	.00	.00	.00	.00	.00
7/16/1999	6	735.20	.00	36.76	.00	.00	.00	.00	.00
7/09/1999	6	735.20	.00	36.76	.00	.00	.00	.00	.00
7/02/1999	6	588.16	.00	29.41	.00	.00	.00	.00	.00
7/02/1999	26	107.04	.00	.00	.00	.00	.00	.00	.00
7/01/1999	6	735.20	.00	36.76	.00	.00	.00	.00	.00
6/25/1999	6	857.84	.00	42.89	.00	.00	.00	.00	.00
6/18/1999	6	735.20	.00	36.76	.00	.00	.00	.00	.00

EMPLOYEE EARNINGS LISTING

TrueLine Documentation-Construction

EMPLOYEE: 00001 PORTER JON

FROM 6/01/99 8/30/99

DATE 5/10/99

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INSURANCE EARNINGS:

WEEKEND DATE	STATE	W/C CLASS	INSUR REF	W/C GROSS	PL/PD GROSS
8/29/1999	6	100	0	.00	735.20
8/22/1999	6	100	0	.00	735.20
8/08/1999	6	100	0	.00	735.20
8/01/1999	6	100	0	.00	735.20
7/23/1999	6	100	0	.00	735.20
7/16/1999	6	100	0	.00	735.20
7/09/1999	6	100	0	.00	735.20
7/02/1999	6	100	0	.00	588.16
7/02/1999	26	100	0	107.04	107.04
7/01/1999	6	100	0	.00	735.20
6/25/1999	6	100	0	.00	857.84
6/18/1999	6	100	0	.00	735.20

Entitlement Detail Report (MCP171A)

Access

Menu 157, Option 1

Purpose

Use the Entitlement Detail Report (MCP171A) to review the beginning balance, hours accrued, hours taken, activity date, and ending balance for entitlements.

If you sort by employee, the report prints each entitlement for the employee and totals by entitlement. If you sort by entitlement, the report prints each employee and totals by employee within entitlement.

Print Procedure

- Step 1:** At the Employee Entitlement Listings Menu (157) choose Option 1, Detail. The system displays the Entitlement Detail Report screen.
- Step 2:** At the Entitlement Detail Report screen, type the selection criteria according to the Field Descriptions.
- Step 3:** **To submit the report to print**, press F6.
- Step 4:** To return to the menu without submitting the report, press F3.

Entitlement Detail Report Screen

The system displays this screen when you select Detail at the Employee Benefits Listing Menu.

Use this screen to select information to print on the Entitlement Detail Report.

Field Descriptions

DATE RANGE - Required. Maximum 6 digits.

FROM - Defaults to the first day of the current calendar year. To change the beginning date on the listing, select the date and type the new information over the old. The system includes all entitlements posted from this date forward to the To date.

To include only entitlements recorded on a single date, type the date in both fields.

TO - Defaults to the system date. To change the ending date on the listing, select the date and type the new information over the old. The system includes all entitlements posted from this date back to the From date

To include only entitlements recorded on a single date, type the date in both fields.

ENTER SORT CRITERIA - Required. To sort records on the listing by employee number, select By Employee ("1"). To sort records by entitlement code, select By Entitlement ("2").

ENTITLEMENT CODES - Optional. Maximum 1 character.

FROM - To select one entitlement code on the report, type the code. To select a range of codes, type the beginning code.

To include all entitlement codes, leave blank.

TO - To select one entitlement code on the report, leave blank. To select a range of codes, type the ending code.

To include all entitlement codes, leave blank.

EMPLOYEE NUMBER - Optional. Maximum 5 characters. To include all employees, leave the field blank. To print the report for a single employee, type the employee number.

If employee number is numeric only, then this field becomes "Maximum 5 digits."

Function Key Descriptions

F3 Return to the menu without printing the report.

F4 Access the Window List for the field the cursor is in.

F6 Submit the report to print and return to the menu.

F12 Return to the menu without submitting the report.

Enter Edit the screen.

Contents

The information in this report comes from the Employee Entitlement Summary file (A8ENTS), the Employee Entitlement Detail file (A9ENTD), the Entitlement Definition file (BPENTL), the Labor Master file (AGLBMS), and the Wage Rate file (B1WAGE).

A sample report follows this description.

Column Headings

EMPLOYEE - The employee code and name display for each employee who has accrued entitlements during the specified period.

ENTITLEMENT - The code and entitlement description display. If this employee has taken an entitlement that is not in their entitlement package, the entitlement code displays along with the message "(code), NOT FOUND."

BEGINNING BALANCE - The entitlement hours the employee has accrued before the beginning of the selection period display.

HOURS ACCRUED - The number of hours the employee accrued during the selection period displays. If the selection period includes the end of the year and adjustments were made to the entitlement to meet limit requirements, the

adjustments are subtracted from the hours accrued.

HOURS TAKEN - The number of hours the employee has used for this entitlement during the selection period displays.

ENDING BALANCE - The ending balance after all hours taken and adjustments displays.

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ENTITLEMENT DETAIL REPORT

DATE 2/17/99 PAGE 1

SELECTION CRITERIA:

DATE RANGE.....FROM: 11/01/98
TO: 12/31/98

ENTITLEMENT CODE.....FROM:
TO:

EMPLOYEE.....:

SORT CRITERIA.....: BY EMPLOYEE

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EMPLOYEE ENTITLEMENT		ENTITLEMENT DETAIL REPORT				ENDING BALANCE	
		BEGINNING BALANCE	HOURS ACCRUED	HOURS TAKEN	DATE		
00001 PORTER, JON							
D Dependent Care Plan					11/23/98		
			40.00		11/23/98		
			40.00			40.00	
S Sick Time					12/13/98		
			8.00		12/13/98		
			50.00	8.00	12/13/98		
			20.00		12/14/98		
				8.00	12/15/98		
			10.00		12/15/98		
			10.00	8.00	12/16/98		
			50.00		12/16/98		
					12/29/98		
		148.00		24.00		124.00	

00006 RODRIGUES, MARCUS

S Sick Time					12/17/98		
			60.00		12/18/98		
			10.00		12/19/98		
			50.00				
			120.00			120.00	

00014 ABURDEE, SALOMON

S Sick Time					12/20/98		
			50.00		12/22/98		
			50.00		12/29/98		
			150.00			150.00	

*** END OF REPORT ***

Entitlement Employee Summary Report (MCP171B)

Access

Menu 157, Option 2

Purpose

Use the optional Entitlement Employee Summary Report (MCP171B) to review the beginning balance, hours accrued, hours taken, and ending balance for employees. This report summarizes detail records, sorted by employee code.

Print Procedure

- Step 1:** At the Employee Entitlement Listings Menu (157) choose Option 2, Employee Entitlements Summary. The system displays the Employee Entitlement Summary Report screen.
- Step 2:** At the Employee Entitlement Summary Report screen, type the selection criteria according to the Field Descriptions.
- Step 3:** **To submit the report to print**, press F6.
- Step 4:** To return to the menu without submitting the report, press F3.

Entitlement Employee Summary Report Screen

The system displays this screen when you select Employee Entitlements Summary at the Employee Benefits Listing Menu.

Use this screen to select information to print on the Entitlement Employee Summary report.

Enter selection criteria

Date Range

From mmddyy

To mmddyy

Enter sort criteria

☐ By employee ☐ By entitlement

Entitlement Codes

From Blank=All codes

To

Employee number Blank=All employees

Buttons: Enter=OK, F3=Exit, F4=List, F6=Submit, F12=Cancel

Field Descriptions

DATE RANGE - Required. Maximum 6 digits.

FROM - Defaults to the first day of the current calendar year. To change the beginning date on the listing, select the date and type the new information over the old. The system includes all entitlements posted from this date forward to the To date.

To include only entitlements recorded on a single date, type the date in both fields.

TO - Defaults to the system date. To change the ending date on the listing, select the date and type the new information over the old. The system includes all entitlements posted from this date back to the From date

To include only entitlements recorded on a single date, type the date in both fields.

ENTER SORT CRITERIA - Required. To sort records on the listing by employee number, select By Employee ("1"). To sort records by entitlement code, select By Entitlement ("2").

ENTITLEMENT CODES - Optional. Maximum 1 character.

FROM - To select one entitlement code on the report, type the code. To select a range of codes, type the beginning code.

To include all entitlement codes, leave blank.

TO - To select one entitlement code on the report, leave blank. To select a range of codes, type the ending code.

To include all entitlement codes, leave blank.

EMPLOYEE NUMBER - Optional. Maximum 5 characters. To include all employees, leave the field blank. To print the report for a single employee, type the employee number.

If employee number is numeric only, then this field becomes "Maximum 5 digits."

Function Key Descriptions

F3 Return to the menu without printing the report.

F4 Access the Window List for the field the cursor is in.

F6 Submit the report to print and return to the menu.

F12 Return to the menu without submitting the report.

Enter Edit the screen.

Contents

The information in this report comes from the Employee Entitlement Summary file (A8ENTS), the Employee Entitlement Detail file (A9ENTD), the Entitlement Definition file (BPENTL), the Labor Master file (AGLBMS), and the Wage Rate file (B1WAGE).

A sample report follows this description.

Column Headings

EMPLOYEE - The employee code and name display for each employee who has accrued entitlements during the specified period.

ENTITLEMENT - The code and entitlement description display. If this employee has taken an entitlement that is not in their entitlement package, the entitlement code displays along with the message "(code), NOT FOUND."

BEGINNING BALANCE - The entitlement hours the employee has accrued before the beginning of the selection period display.

HOURS ACCRUED - The number of hours the employee accrued during the selection period displays. If the selection period includes the end of the year and adjustments were made to the entitlement to meet limit requirements, the

adjustments are subtracted from the hours accrued.

For each employee, the system displays the total hours accrued during the selection period at the bottom of each entitlement.

HOURS TAKEN - The number of hours the employee has used for this entitlement during the selection period displays.

For each employee, the system displays the total hours taken during the selection period at the bottom of each entitlement.

DATE - The date the accrual was posted displays. If the accrual was made during month-end close or year end transition, no date displays.

ENDING BALANCE - The ending balance after all hours taken and adjustments displays.

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ENTITLEMENT EMPLOYEE SUMMARY REPORT

DATE 2/17/99 PAGE 1

SELECTION CRITERIA:

DATE RANGE.....FROM: 11/01/98
TO: 12/31/98

ENTITLEMENT CODE.....FROM:
TO:

EMPLOYEE.....:

SORT CRITERIA.....: BY EMPLOYEE

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ENTITLEMENT EMPLOYEE SUMMARY REPORT

EMPLOYEE ENTITLEMENT	BEGINNING BALANCE	HOURS ACCRUED	HOURS TAKEN	ENDING BALANCE
00001 PORTER, JON				

D Dependent Care Plan				
S Sick Time	40.00	40.00	24.00	40.00
	148.00			124.00
00002 MEDRANO, LOUISA				

S Sick Time	50.00			50.00
00006 RODRIGUES, MARCUS				

S Sick Time	120.00			120.00
00011 XI, CHAN				

S Sick Time	50.00			50.00
00014 ABURDEE, SALOMON				

S Sick Time	150.00			150.00
00053 MAYBERRY, DERRICK				

S Sick Time	50.00			50.00

*** END OF REPORT ***

Entitlement Summary Report (MCP171C)

Access

Menu 157, Option 3

Purpose

Use the optional Entitlement Summary Report (MCP171C) to review beginning balance, hours accrued, hours taken, and ending balance for each entitlement.

Print Procedure

Step 1: At the Employee Entitlement Listings Menu (157) choose Option 3, Entitlements Summary. The system displays the Entitlement Summary Report screen.

Step 2: At the Entitlement Summary Report screen, type the selection criteria according to the Field Descriptions.

To submit the report to print, press F6.

Step 3: To return to the menu without submitting the report, press F3.

Entitlement Summary Report Screen

The system displays this screen when you select Entitlements Summary at the Employee Benefits Listing Menu.

Use this screen to select information to print on the Entitlement Summary report.

Field Descriptions

DATE RANGE - Required. Maximum 6 digits.

FROM - Defaults to the first day of the current calendar year. To change the beginning date on the listing, select the date and type the new information over the old. The system includes all entitlements posted from this date forward to the To date.

To include only entitlements recorded on a single date, type the date in both fields.

TO - Defaults to the system date. To change the ending date on the listing, select the date and type the new information over the old. The system includes all entitlements posted from this date back to the From date

To include only entitlements recorded on a single date, type the date in both fields.

ENTITLEMENT CODES - Optional. Maximum 1 character.

FROM - To select one entitlement code on the report, type the code. To select a range of codes, type the beginning code.

To include all entitlement codes, leave blank.

TO - To select one entitlement code on the report, leave blank. To select a range of codes, type the ending code.

To include all entitlement codes, leave blank.

Function Key Descriptions

F3 Return to the menu without printing the report.

F4 Access the Window List for the field the cursor is in.

F6 Submit the report to print and return to the menu.

F12 Return to the menu without submitting the report.

Enter Edit the screen.

Contents

The information in this report comes from the Employee Entitlement Summary file (A8ENTS), the Employee Entitlement Detail file (A9ENTD), the Entitlement Definition file (BPENTL), the Labor Master file (AGLBMS), and the Wage Rate file (B1WAGE).

A sample report follows this description.

Column Headings

ENTITLEMENT - The code and entitlement description display.

BEGINNING BALANCE - The entitlement hours accrued by all employees before the beginning of the selection period display.

HOURS ACCRUED - The number of hours accrued during the selection period displays. If the selection period includes the end of the year and adjustments were made to the entitlement to meet limit requirements, the adjustments are subtracted from the hours accrued.

HOURS TAKEN - The number of hours the employee has used for this entitlement during the selection period displays.

ENDING BALANCE - The ending balance after all hours taken and adjustments displays.

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ENTITLEMENT SUMMARY REPORT

DATE 2/17/99 PAGE 1

SELECTION CRITERIA:

DATE RANGE.....FROM: 11/01/98
TO: 12/31/98

ENTITLEMENT CODE.....FROM:
TO:

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ENTITLEMENT SUMMARY REPORT

DATE 2/17/99 PAGE 2

ENTITLEMENT	BEGINNING BALANCE	HOURS ACCURED	HOURS TAKEN	ENDING BALANCE
D Dependent Care Plan		40.00		40.00
S Sick Time		568.00	24.00	544.00

END OF REPORT

Entitlement Valuation Report (MCP171D)

Access

Menu 157, Option 4

Purpose

Use the optional Entitlement Valuation Report (MCP171D) to review the approximate accrued liability for each entitlement in hours and by amount.

Print Procedure

- Step 1:** At the Employee Entitlement Listings Menu (157) choose Option 4, Entitlement Valuation. The system displays the Entitlement Valuation Report screen.
- Step 2:** At the Entitlement Valuation Report screen, type the selection criteria according to the Field Descriptions.
- Step 3:** **To submit the report to print**, press F6.
- Step 4:** To return to the menu without submitting the report, press F3.

Entitlement Valuation Report Screen

The system displays this screen when you select Entitlement Valuation at the Employee Benefits Listing Menu.

Use this screen to select information to print on the Entitlement Valuation report.

Field Descriptions

DATE RANGE - Required. Maximum 6 digits.

FROM - Defaults to the first day of the current calendar year. To change the beginning date on the listing, select the date and type the new information over the old. The system includes all entitlements posted from this date forward to the To date.

To include only entitlements recorded on a single date, type the date in both fields.

TO - Defaults to the system date. To change the ending date on the listing, select the date and type the new information over the old. The system includes all entitlements posted from this date back to the From date

To include only entitlements recorded on a single date, type the date in both fields.

ENTITLEMENT CODES - Optional. Maximum 1 character.

FROM - To select one entitlement code on the report, type the code. To select a range of codes, type the beginning code.

To include all entitlement codes, leave blank.

TO - To select one entitlement code on the report, leave blank. To select a range of codes, type the ending code.

To include all entitlement codes, leave blank.

INFLATION FACTOR FOR VALUATION - Optional. Maximum 3 digits, 1 decimal. To change the calculated valuation, type the percentage by which the system will multiply the calculated valuation. The system adds the result to the calculated valuation for the adjusted valuation.

Function Key Descriptions

F3 Return to the menu without printing the report.

F4 Access the Window List for the field the cursor is in.

F6 Submit the report to print and return to the menu.

F12 Return to the menu without submitting the report.

Enter Edit the screen.

Contents

The information in this report comes from the Employee Entitlement Summary file (A8ENTS), the Employee Entitlement Detail file (A9ENTD), the Entitlement Definition file (BPENTL), the Labor Master file (AGLBMS), and the Wage Rate file (B1WAGE).

A sample report follows this description.

Column Headings

ENTITLEMENT - For entitlements that have accrued hours, the entitlement code displays next to the description.

HOURS ACCRUED - The total number of hours accrued by all employees for this entitlement displays.

VALUE - The value is based on each employee's wage rate multiplied by the number of entitlement hours each has accrued.

The system uses the wage rate found using the normal default scheme. For more information, see "Default Schemes" in the Appendix.

TrueLine Documentation-Construction

ENTITLEMENT VALUATION REPORT

DATE 2/17/99 PAGE 1

SELECTION CRITERIA:

DATE RANGE.....FROM: 11/01/98
TO: 12/31/98

ENTITLEMENT CODE.....FROM:
TO:

INFLATION FACTOR FOR VALUATION: 5.0

TrueLine Documentation-Construction

ENTITLEMENT VALUATION REPORT

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ENTITLEMENT	HOURS	
	ACCURED	VALUE
D Dependent Care Plan	40.00	420.00
S Sick Time	568.00	11922.75

*** END OF REPORT ***

Appendix

This appendix technical reference information on Payroll files, journaling and default schemes.

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Payroll Files

Payroll uses several unique files in addition to G/L and J/C journaling files. The following table lists the files used by the Payroll Application and a brief description of each.

Refer to the Database Reference for a detailed listing of **TrueLine** files and fields.

Payroll Files

(See the *Database Reference Manual* for more details.)

File Description	Code	Description
Labor Master - Federal And Base	AALBMS	This file contains all transaction information processed through payroll. This information is kept for four members: MBR01 - Current Year MBR02 - Weekly Back-up MBR03 - Prior Year MBR04 - Prior Year Weekly Back-up
Labor Master - State	ABLBMS	This file contains all state specific payroll transactions. This information is kept for four members: MBR01 - Current Year MBR02 - Weekly Back-up MBR03 - Prior Year MBR04 - Prior Year Weekly Back-up
Labor Master - City	ACLBMS	This file contains all city specific payroll transactions. This information is kept for four members: MBR01 - Current Year MBR02 - Weekly Back-up MBR03 - Prior Year MBR04 - Prior Year Weekly Back-up
Labor Master - Deductions	ADLBMS	This file contains all deduction transactions processed through payroll. This information is kept for four members: MBR01 - Current Year MBR02 - Weekly Back-up MBR03 - Prior Year MBR04 - Prior Year Weekly Back-up
Labor Master - Unions	AELBMS	This file contains all union transactions processed through payroll. This information is kept for four members: MBR01 - Current Year MBR02 - Weekly Back-up MBR03 - Prior Year MBR04 - Prior Year Weekly Back-up
Labor Master - County	AFLBMS	This file contains all county specific payroll transactions. This information is kept for four members: MBR01 - Current Year MBR02 - Weekly Back-up MBR03 - Prior Year MBR04 - Prior Year Weekly Back-up
Labor Master	AGLBMS	This file contains employee information used for payroll transactions. This information is kept for two members: MBR01 - Current Year MBR02 - Weekly Back Up

File Description	Code	Description
Labor Master - 401K Deductions	AJLBMS	This file contains all employee 401K deduction transactions processed through payroll. This information is kept for four members: MBR01 - Current Year MBR02 - Weekly Back-up MBR03 - Prior Year MBR04 - Prior Year Weekly Back-up
Pay Code Table	AHPCOD	This file contains taxable and non-taxable lump sum pay codes.
Crew Master File	AWCREW	This file contains the crew master codes as well as the crew foreman's employee number.
Annual 401k Contribution To Employee	AY401K	This file contains employer 401K contributions made for each employee.
Union Master	A0UNIN	This file contains the union information defined for each union, including union deduction and miscellaneous fringe rates.
Employee Deduction File	A5EDED	This file contains the miscellaneous deduction information set up for each individual employee.
Employee Entitlement Summary	A8ENTS	This file contains the entitlement information set up for each employee as well as summarized accrual amounts.
Insurance File	A8INSF	This file contains the workman's composition and liability insurance codes and information.
Employee Entitlement Detail	A9ENTD	This file contains specific entitlement information on each entitlement accrual transaction.
Payroll Check	A9PRCK	This file contains information that prints on your payroll checks.
W/C & P/D Year-to-date Earnings	A9WCPD	This file contains the workman's composition and liability insurance transactions.
Earnings - Federal And Base	BAERGS	This file contains all payroll transactions processed through regular time entry. This information is kept in four members: MBR01 - Weekly Earnings MBR02 - Cumulative Annual MBR03 - Auto Prepay MBR04 - Prior Year
State Earnings	BBERGS	This file contains all state payroll transactions processed through regular time entry. This information is kept in four members: MBR01 - Weekly Earnings MBR02 - Cumulative Annual MBR03 - Auto Prepay MBR04 - Prior Year

File Description	Code	Description
Earnings - City	BCERGS	This file contains all city payroll transactions processed through regular time entry. This information is kept in four members: MBR01 - Weekly Earnings MBR02 - Cumulative Annual MBR03 - Auto Prepay MBR04 - Prior Year
Earnings - Deductions	BDERGS	This file contains all miscellaneous payroll deduction transactions processed through regular time entry. This information is kept in four members: MBR01 - Weekly Earnings MBR02 - Cumulative Annual MBR03 - Auto Prepay MBR04 - Prior Year
Earnings - Unions	BEERGS	This file contains all union payroll transactions processed through regular time entry. This information is kept in four members: MBR01 - Weekly Earnings MBR02 - Cumulative Annual MBR03 - Auto Prepay MBR04 - Prior Year
Earnings - County	BFERGS	This file contains all county payroll transactions processed through regular time entry. This information is kept in four members: MBR01 - Weekly Earnings MBR02 - Cumulative Annual MBR03 - Auto Prepay MBR04 - Prior Year
Earnings - Sui State	BGERGS	This file contains all SUI payroll transactions processed through regular time entry. This information is kept in four members: MBR01 - Weekly Earnings MBR02 - Cumulative Annual MBR03 - Auto Prepay MBR04 - Prior Year
Insurance Class Earnings	BHERGS	This file contains all payroll W/C and PL/PD insurance transactions processed through regular time entry. This information is kept in four members: MBR01 - Weekly Earnings MBR02 - Cumulative Annual MBR03 - Auto Prepay MBR04 - Prior Year

File Description	Code	Description
Earnings- 401K Contributions	BJERGS	This file contains all 401k and 125s payroll deduction transactions processed through regular time entry. This information is kept in four members: MBR01 - Weekly Earnings MBR02 - Cumulative Annual MBR03 - Auto Prepay MBR04 - Prior Year
State/City/County Codes For Tax-Exempt Deducts	BISTEX	This file contains information that indicates a deduction is exempt from state, county, or city taxes.
Direct Deposit Master File	BKDDEP	This file contains bank and routing information for each employee set up for direct deposit.
Direct Deposit Transaction File	BLDDTL	This file contains the employee information that is sent to the bank for direct deposit transactions.
Direct Deposit Transmission Control File	BMDXMT	This file contains information for direct deposit transmission.
Benefit Package Master	BNBNFM	This file contains the code and description for each benefit package.
Benefit Package Detail - Entitlements	BOENTD	This file contains the entitlements defined for each specific benefit package.
Entitlement Definition File	BPENTL	This file contains the method and limit rules defined for each entitlement.
Entitlement Accrual Rates	BQENTA	This file contains the accrual rate for each entitlement.
Earnings - Quarterly State Reporting	BRQTLY	This file contains cumulative quarterly earnings transactions.
Payroll Direct Deposit Transmit file	BTDDDEP	This file contains the payroll information to be downloaded to the bank tape for direct deposit.
Exemption Table File	BUEXTB	This file contains exemption information for states, counties or cities. This information is kept for four members: MBR01 - Tax Table For Current Year MBR02 - Tax Table For Prior Year MBR03 - Tax Table For New Year MBR04 - Tax Table Special P/R Run
Personal Tax Credit Table File	BVPTXC	This file contains personal tax credit information for states, counties or cities. This information is kept for four members: MBR01 - Tax Table For Current Year MBR02 - Tax Table For Prior Year MBR03 - Tax Table For New Year MBR04 - Tax Table Special P/R Run
Deduction Table	B0DEDC	This file contains basic definition information for each miscellaneous deduction.
Wage Rate	B1WAGE	This file contains wage rates defined for specific occupation codes, unions and/or jobs.

File Description	Code	Description
Employee Time Transactions	B5TIME	This file contains the time information entered for each employee. It contains six members: MBR01 - Time Entry MBR02 - Updated Batches MBR05 - History MBR06 - Prepay Generator and Future Period Records MBR07 - Archive
Ethnic Group Name	B7ETNM	This file contains the code and description for ethnic reporting groups.
Tax Rate Table	B8TXTB	This file contains tax table detail information for states, counties or cities. This information is kept for four members: MBR01 - Tax Table For Current Year MBR02 - Tax Table For Prior Year MBR03 - Tax Table For New Year MBR04 - Tax Table Special P/R Run
Filing Type Table	B9TXDA	This file contains tax table detail information for states, counties or cities. This information is kept for four members: MBR01 - Tax Table For Current Year MBR02 - Tax Table For Prior Year MBR03 - Tax Table For New Year MBR04 - Tax Table Special P/R Run
Prepays - Federal And Base	CAPPAY	This file contains all payroll transactions processed through prepays. This information is kept in four members: MBR01 - Weekly Prepays MBR02 - Yearly Cumul. Of MBR01 MBR03 - Prior Year MBR04 - Future Prepays
Prepays - State	CBPPAY	This file contains all state payroll transactions processed through prepays. This information is kept in four members: MBR01 - Weekly Prepays MBR02 - Yearly Cumul. Of MBR01 MBR03 - Prior Year MBR04 - Future Prepays
Prepays - City	CCPPAY	This file contains all city payroll transactions processed through prepays. This information is kept in four members: MBR01 - Weekly Prepays MBR02 - Yearly Cumul. Of MBR01 MBR03 - Prior Year MBR04 - Future Prepays

File Description	Code	Description
Prepays - Deductions	CDPPAY	This file contains all miscellaneous payroll deduction transactions processed through prepays. This information is kept in four members: MBR01 - Weekly Prepays MBR02 - Yearly Cumul. Of MBR01 MBR03 - Prior Year MBR04 - Future Prepays
Prepays - Unions	CEPPAY	This file contains all union payroll transactions processed through prepays. This information is kept in four members: MBR01 - Weekly Prepays MBR02 - Yearly Cumul. Of MBR01 MBR03 - Prior Year MBR04 - Future Prepays
Prepays - County	CFPPAY	This file contains all county payroll transactions processed through prepays. This information is kept in four members: MBR01 - Weekly Prepays MBR02 - Yearly Cumul. Of MBR01 MBR03 - Prior Year MBR04 - Future Prepays
Prepays - 401K Deductions	CJPPAY	This file contains all 401k and 125s payroll deduction transactions processed through prepays. This information is kept in four members: MBR01 - Weekly Prepays MBR02 - Yearly Cumul. Of MBR01 MBR03 - Prior Year MBR04 - Future Prepays
Benefits Class Master	CKBNFC	This file contains the specific benefit information for each entitlement included in a benefit package.
401k Deductions Master	C0DEDC	This file contains all 401k/125s deductions, including code, description, and pre-tax information.
Occupation Code Table	C1OCUP	This file contains the code and description for all occupations set up in the system.
State Unemployment Reciprocity Table	C3RECP	This file contains the master and reciprocal state for states set up with reciprocity agreements.
Reconciliation Finder	D6FIND	This file contains information entered through Reconciliation Entry. Payroll information is kept in MBR02.
Check Reconciliation	D7CHKR	This file contains check information. Payroll information is kept in MBR02. If you use check reconciliation or positive pay for the bank, the system updates this file with the information on the check. When you reconcile checks or prepare a Positive Pay Transmission file, the system removes those check items from this file.
A/P Or P/R Bank Reconciliation Tape Selection	D9BKSL	This file contains tape information to be uploaded from the bank. When you select the tape, the system moves the tape information to D6FIND.

File Description	Code	Description
Pay Period Date Schedule	J5DATE	This file contains positing and week ending date information used for payroll cycles.
Allocation Table 1	T1ALOC	This file contains allocation information that you entered for Allocation Table 1.
Allocation Table 2	T2ALOC	This file contains allocation information that you entered for Allocation Table 2.
Positive Pay Member Control File	ZKMBRC	This file contains the client unique information used to specify the creation of a positive pay transmission tape.
Positive Pay Bank Unique Transmission File	ZLPSPY	This file contains the check information to download to the bank for positive pay.
Payroll Application Definition Setup	Z15EDS	This file stores the system installation options that your company chose for P/R Definition Setup.
System Codes Master	ZCSYSC ZDSYSV	This file contains the system codes for all applications. They define the kinds of system codes used by each application and contain the predefined and user-defined actual system codes.

Journaling to G/L and J/C

In the **TrueLine** System, the term *journaling* describes the posting of transactions to General Ledger and Job Cost databases. The system makes automatic journal entries using system designated journal nodes.

Journal Nodes A *journal node* identifies the source of a journal transaction. Each journal node is designated with a unique 2-letter code. Journal nodes appear in the journal reference number which is used by the system for tracking records and prints on update reports. The journal node designation is the first two positions of the journal reference number, and the remaining four positions indicate the period and year. For example, the node used to update a Payroll Union Fringe Detail Transaction is UF. Thus, a union record created through payroll completion in March of 1999 is indicated by UF0399.

For more information about journal nodes, see “Node Description Maintenance” in the *System Services Reference Manual*.

The journal nodes used by Payroll are:

Node Designation	Description
BX	Payroll Burden Expense Journal
ED	Equipment Distribution Journal
FB	Payroll Flat Burden Journal
IJ	Payroll Insurance Journal
PD	Payroll Distribution Journal
PR	Payroll Disbursement Journal
RD	Payroll Recharge Distribution Journal
UF	Payroll Union Fringe Journal
4K	Payroll Employer Contributed 401K Journal

Transaction Codes *Transaction codes* are system designated 2-letter indicators which the system uses to derive where to post debits and credits in G/L. Each journal node uses at least two transaction codes. Transaction codes, plus additional modifiers, are the keys by which the Financial Posting Table (FPT) determines which entity/organization and major/minor accounts to post records to in General Ledger.

For more information about the FPT, see “Financial Posting Table” in the *General Ledger Reference Manual*.

Journal Record Creation

When you update a record, the system creates at least one debit and one credit for General Ledger. A record may also be created if you are posting to Job Cost or to Equipment Cost.

Posting to General Ledger and Job Cost

During General Ledger Update, the records are written to E0LDGR (Detail Ledger Transactions file) and to N6DBCR (Debits and Credits Summary). For J/C, amount and quantity records are written to E3BDJR (Job Cost Ledger) and E7HIST (Job Cost Journal History).

Payroll Journaling Table

For General Ledger posting, the system uses the transaction codes applicable to the process to derive the G/L account from the Financial Posting Table. For more information, see the *General Ledger Reference Manual*.

Business Activity - All General Ledger posting occurs at Payroll Completion.																
Journal Node	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
	PD		PR		UF		IJ		FB		BX		RD		ED	
Description																
All labor and burden	EX											BX ¹	EX	EX ²	EX	RV ³
Accrued Gross Pay		PR	PR													
Vacation In		PV	PV													
Vacation Out				VO												
Accrued Sick Pay		PS	PS													
Non-taxable pay code (Subsistence)		PN	PN													
Taxable pay code		PL	PL													
Employer FICA		FMa	FMb	FMc							BX ^{FM}					
Employer FUI		FUa	FUb	FUc							BX ^{FU}					
Employer SUI		SUa	SUb	SUc							BX ^{SU}					
Employer SDI		SDa	SDb	SDc							BX ^{FO}					
Workman's Compensation		IWa					IWb	IWc			BX ^{IW}					
Liability Insurance		IPa					IPb	IPc			BX ^{IP}					
Flat Burden		FBa							FBb ⁴	FBc	BX ^{FB}					

[illegible][illegible]

Business Activity - All General Ledger posting occurs at Payroll Completion.																
Journal Node	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit	Debit	Credit
	PD		PR		UF		IJ		FB		BX		RD		ED	
Description																
State Income Tax				ST												
Employee SDI				SD												
Employee SUI				SU												
Deduction Journals				DD ⁸												
Union Dues				DU												
Union Initiation				IN												
Miscellaneous Union Deductions				UM												
City Income Tax				CT												
County Income Tax				CN												

1. Use the optional BX node to offset the original expenses created by the PD node.
2. Recharge credits the recharge expense account. Additionally, an expense is written for the recharge relief account as a journaling debit.
3. If another piece of equipment was used in maintenance, equipment transactions cause an expense for both labor and equipment used hours. The equipment used transaction causes a revenue journal.
4. Flat burden is set up on the State Master File and the Union Master.
5. Miscellaneous burden 1-5 is used only for client unique programming.
6. Union Accruals are offset by the union fringes using the F1-7 transaction codes.
7. If you are using burden rule 3 or 4, the system uses the FB transaction code for the percent of gross.
8. If you have set up the deduction table with a payment vendor, the system offsets the DD account and creates an A/P invoice journaling to a G/L account. The AP account number is derived from the A/P liability type in P/R Definition Setup for Wage Attachment.

For Job Cost posting, the system uses the job, cost code, cost type entered on the time record. For more information, see the *Job Cost Reference Manual*.

All Job Cost Journaling occurs at Payroll Completion				
Node	Transaction Code	Cost	Revenue	Quantity
PD	EX	Debit Expense (Labor) ¹		Hours for labor
PD	EX	Debit Expense (Subsistence) ²		
PD	EX	Debit Expense (Burden) ³		
RD	EX	Debit Expense (Recharge Home Job) ⁴		Recharge hours
RD	EX	Negative Debit Expense (Recharge Relief Job)		Negative Recharge hours
ED	EX	Debit Expense ⁵ (Labor Expense for Equipment Maintained)		Hours for Eq. Maintained ⁶
ED	EX	Debit Expense ⁷ (Expense of Equipment Used)		Hours for Eq. Used ⁸
ED	RV		Credit Revenue ⁹ (Equipment Used)	

1. If no job/cost code/cost type exist on the time record, the system derives the default job/cost code from the Labor Master. The cost type is derived from P/R Definition Setup. If the labor is overtime, the system derives the cost type from the Cost Type Label File for Payroll Extended Cost Types.
2. The system derives the job/cost code as it does for labor. The cost type is derived from the Cost Type Label File for Payroll Extended Cost Types.
3. The system derives the job/cost code as it does for labor. The cost type is derived from the Cost Type Label File for Payroll Extended Cost Types.
4. The system derives the recharge home job/cost code and relief job/cost code from the employees Labor Master file. The cost type is derived from P/R Definition Setup.

5. If no job exists on the time record, the system derives the equipment maintained home job. The cost code is derived from the item/phase defined on the time record. The equipment maintained cost type uses payroll cost types for labor and burden costs.
6. The system uses the labor hours for the equipment maintained hours.
7. The system posts equipment used expense to the same job/cost code derived for equipment maintained. The equipment cost type is derived from the Cost Type Label File for Payroll Extended Cost Types.
8. The equipment used hours are charged to the job/cost code/cost type that receives the expense.
9. For revenue posting, the system derives the equipment used home job unless the rate component table is set up to go to a production job. In this case, the system will use the production job on the time record to post the revenue. The revenue cost code is derived from the Financial Posting Table using the job type and revenue rate component. The cost type is also derived from the FPT unless the rate component table is set up to go to a production job. In this case, the system will post the revenue as a negative cost to the cost type in the Rate Component Table, if any exists.

Default Schemes

In the following default schemes, the system tries to find the necessary information at the first location listed. If it cannot find the information there, it tries the second location and so on.

Bank Code

1. Employee Master
2. Job Master
3. Entity Master

Union/sub-union

1. Time Record
2. Labor Master
3. Occupation Code Table - using the occupation code on the time record
4. Wage Rate Table - using wage rate for specific job number on time record
5. Wage Rate Table - using wage rate for no specific job

Occupation Code

1. Time Record
2. Labor Master

Job Number

1. Time Record
2. Labor Master, Default Job *OR* Labor Master, recharge home job

Cost Coding

1. Time Record
2. Labor Master, default cost code *OR* Labor Master, recharge home job cost code

Equipment Cost Coding

1. Time Record
2. Item/Phase, if one exists on the time record
3. Rate Code Table

Cost Type

1. Time Record
2. Payroll Definition Setup

Equipment *Cost* Cost Type

1. Time Record
2. Cost Type Label File (when equipment is used)
3. P/R Definition Setup (when equipment is maintained only)

Equipment *Revenue* Cost Type

1. Rate Component Table (for production jobs only)
2. Financial Posting Table (Equipment Revenue Line Items)

Job State

1. Labor Master - Tax state override
2. Job Master - State code

SUI State

1. Labor Master - SUI state override
2. Job Master - State code

Tax State

1. Labor Master - Tax state override
2. Job Master - State code

Tax County

1. Labor Master - Tax county override
2. Job Master - County code

Tax City

1. Labor Master - Tax city override
2. Job Master - City code

Burden Rule

1. Job Master
2. P/R Definition Setup
3. If both above are blank, defaults to "1."

W/C Class/reference

1. Labor Master - W/C class/reference override
2. Job Chart of Accounts - using the cost code on the time record
3. Job Master - W/C class/reference
4. Occupation Code Table - using the occupation code on the time record

W/C State

1. Labor Master - W/C state override
2. Job Master - State code

Date

1. Time Record, specific line
2. Time Record, week ending date

Benefits Package

1. P/R Definition Setup - when you add a new employee
2. Labor Master
3. Occupation Code Maintenance- using the occupation code on the time record
4. Wage Rate Table- using the occupation code on the time record

Wage Rate Method

1. Job Master
2. P/R Definition Setup

Wage Rates, Method 1

1. Time Record
2. Labor Master
3. Wage Rate Table - using wage rate for specific job number on time record
4. Wage Rate Table - using wage rate for no specific job

Wage Rates, Method 2 (Davis-Bacon Prevailing Wage Rule)

1. Time Record
2. Greater of Labor Master or Wage Rate Table - job specific or non specific job

Related Applications

The Payroll Application is linked with other **TrueLine** applications:

- ♦ **Job Cost** - Job cost journals get updated when you complete a pay cycle. The system updates costs and quantities for the job and cost code used on the time record. Recharge is also updated through job cost at payroll completion.
- ♦ **General Ledger** - When you perform payroll completion, the system posts amounts for both accruals and actual cash paid to the accounts you define in the Financial Posting Table.
- ♦ **Accounts Payable** - When you set up an employee's deduction to go to a payment vendor, the system automatically creates an edited A/P batch at payroll completion. The system creates an immediate offset to the deduction credit account and debits the A/P liability account derived with the liability type you specify in P/R Definition Setup.
- ♦ **Equipment Cost** - If Equipment Cost is installed, when you run payroll completion, the system posts equipment used as an expense to the production job, and as revenue to the equipment job. Similarly, equipment maintained is posted as an expense to the equipment job. Both equipment used and equipment maintained post to the G/L when you process payroll completion.
- ♦ **Billing** - If Billing is installed, when you run payroll completion, the system makes labor costs available to the Billing Application.
- ♦ **True Project** - If True Project is installed, you can use it to download Master Files information from your AS/400 to a remote site and upload time transactions from your remote site to your AS/400.
- ♦ **Optimum Solutions** - If you link your **TrueLine** System to Optimum Solutions Human Resources, for shared information, changes and additions you make in OS to personnel information will be updated to the Payroll Application.

Batch Control Sheet

Company Name: _____ Location: _____

Week Ending Date: _____ / _____ / _____

Batch Number: _____

User ID: _____

ST Hours: _____

OT Hours: _____

Prem Time Hours: _____

Total Hours: _____

Lump Sum Payments:

Codes: _____

Amount: \$ _____

Total Lump Sum: \$ _____**Keyed by:** _____**Date Keyed:** _____

Payroll Processing Short Check List

Co.: _____ User ID: _____ Week End Date: _____

The parentheses () indicate each option from the P/R Main Menu (12) to the task.

Indented tasks are optional.


- ___ Personnel Master Maintenance (13, 1)
- ___ Deduction Master Maintenance (13, 2)
- ___ Start New Pay Period (21, 1)
- ___ Enter Time Card Batches (21, 21)
 - ___ Enter Prepays (23, 1, 1 manual or 4 generator)
 - ___ Matching time card for prepays (21, 21)
 - ___ Print Prepay Register (23, 1, 2)
 - ___ Print Prepay Checks (23, 1, 11)
 - ___ Run Prepay Completion (23, 1, 21)
- ___ Verify Batch Status (21, 22)
- ___ Update Batch (21, 23)
- Run the Preliminary and Final Overtime Smooth process (23, 2, 1 and 2)
- ___ Generate the Weekly Gross (23, 31)
 - ___ Generate the Prepay Reconciliation (23, 1, 3)
- ___ Run Payroll Check Generation (23, 32)
 - ___ Run Recycle / Recovery (23, 41)
 - ___ Do Necessary Maintenance on Files (13, 1 or 2)
 - ___ Do Necessary Direct Time Corrections (23, 21)
 - ___ Add and Update a New Batch (21, 21 and 23)
 - ___ Add, Change or Delete a Prepay (23, 1, 1)
 - ___ Print Prepay Register (23, 2)
 - ___ Delete Previous Weekly Gross (F8, 8, 5, 4)
 - ___ Delete Payroll Checks (F8, 8, 5, 4)
 - ___ Generate the Weekly Gross (23, 31)
 - ___ Generate the Prepay Reconciliation (23, 1, 3)
- ___ Run Payroll Check Generation (23, 32)
- ___ Run Future Period Time Batch (105, 24)
- ___ Run Pre-Completion Edit (23, 33)
- ___ Run Future Period Time Batch (105, 24)
- ___ Run Payroll Completion (23, 34)
- ___ Run Audit Report (13, 23)

Payroll Processing Check List Explained

The numbers in parentheses () indicate each option to take from the Payroll Main Menu (12) to the task listed.

The shaded rows indicate optional tasks.

The tasks are listed in the order that you should do them.

	Task
	Personnel Master Maintenance (13, 1) Process employee additions and changes.
	Deduction Master Maintenance (13, 2) Process employee additions and changes.
	Start New Pay Period (21, 1) If the week end date is not correct, exit from the option without starting the pay period. Go to Pay Period Date Maintenance (11, 4) and enter the correct start date. You cannot make corrections to the week end date after you start the new pay period.
	Enter Time Card Batches (21, 21) Before entering time cards, group time cards into batches and run control totals on regular hours, overtime hours, and any lump sum earnings.
	Verify Batch Status (21, 22) Check for no errors.

Prepay Processing					
If applicable, record “gross to net” check information (including bank and check number) for any manually generated checks. The gross amount on the prepay and the gross amount on the matching time card must match to the penny or the prepay record will be discarded during check generation. Check Type must also match. The “keys” to a prepay record are: employee number, check type, bank, date, and check number.					
Manual Prepay Check		Prepay Generator and Manual Check		Prepay Generator and Computer Prepay Check	
	Enter Manual Prepay (23, 1, 1)		Use Prepay Generator to enter both prepay and matching time card (23, 1, 4)		Use Prepay Generator to enter both prepay and matching time card (23, 1, 4)
	Enter Matching Time Card for Manual Prepay (21, 21)				
	Verify Batch Status for Matching Time Card – No errors (21, 22)		Verify Batch Status for Matching Time Card – No errors (21, 22)		Verify Batch Status for Matching Time Card – No errors (21, 22)

	Print Prepay Register (23, 1, 2) The Prepay Register report verifies the “gross to net” calculations and identifies any prepay check information which is out of balance. These errors must be fixed before you take the next step. Be sure that each prepay has a week ended date on the report.
	Print Prepay Checks (23, 1, 11)
	Run Prepay Completion (23, 1, 21)
Overtime Smoothing Process The Overtime Smoothing process moves regular hours to overtime hours in updated time records. It does not affect hours entered as overtime. It can only be run once a pay period, so be certain all time records are updated that may be subject to overtime smoothing.	
	Preliminary Overtime Smoothing Run (23, 2, 1) Check to verify the employees and time that is subject to smoothing.
	Print Exception Reports (23, 2, 11) Verify the current time card status.
	Final Overtime Smoothing Run (23, 2, 2) Prints a report to show actual smoothing processed for the pay cycle.
	Print Exception Reports (23, 2, 11) Prints a report to show the results of the smoothing process.

	Generate the Weekly Gross (23, 31) This report lists employees in the payroll process by employee number and combines all time card records from one or more batches to display the time card gross pay and bank number. It also reflects labor distribution by job/cost code/cost type and lump sum.
	Generate the Prepay Reconciliation (23, 1, 3) If there are prepaids in the pay cycle, this report compares gross time card pay to gross prepay check information and lists any discrepancies. This report must indicate “Prepaids are in Balance” or “No Out-of-Balance Conditions” before you proceed to check generation. Errors can be corrected either through Enter and Correct Prepay Information, or Direct Time Card Corrections.
Run Payroll Check Generation (23, 32) During this process, payroll deductions are calculated and payroll checks generated as well as a payroll register. You may print the register first to review the results of the calculations. If there are errors (deductions set improperly, time cards missed, wrong employee numbers), you can recycle the payroll process back to the weekly gross step.	Starting Check No:
	Date on Check:

Recycle / Recovery (only if there are errors)		
	Run Recycle / Recovery (23, 41) Always wait until this process has completed before making any corrections, additions, or changes to master files or time card records.	
	Do Necessary Maintenance on Files (13, 1 or 2)	
	Do Necessary Direct Time Corrections (23, 21) Errors on the Weekly Gross Report can be corrected by this option.	
	Add and Update a New Batch (21, 21 and 23) if necessary	
	Add, Change or Delete a Prepay (23, 1, 1) if necessary	
	Print Prepay Register (23, 2)	
	Delete Previous Weekly Gross (F8, 8, 5, 4) This is part of the work with submitted jobs function.	
	Delete Payroll Checks (F8, 8, 5, 4) This is part of the work with submitted jobs function.	
	Generate the Weekly Gross (23, 31)	
	Generate the Prepay Reconciliation (23, 1, 3)	
	Run Payroll Check Generation (23, 32)	Starting Check No:
		Date on Check:
	Run Future Timecard Batch Update (105, 24) If you are posting time to future periods, and you have already passed check generation so that updating time is no longer allowed by the system, you can use this process to update error-free future time batches.	
	Run Pre-Completion Edit (23, 33) If there are errors, you will not be able to continue until you fix them. This process verifies that the labor distribution coding and the general ledger payroll setup is correct and that payroll journals will be accurately determined by the system. Look for: (1) any listing of Outstanding Journal Report, (2) any account derivation of ID – suspense posting, (3) out of balance conditions, (4) dummy account. Generally, these indicate invalid cost coding (due to close of item) or missing Financial Posting Table records. You can run the Pre-completion as often as needed to be sure you have made all necessary corrections. When it completes without errors, the program will unflag the Payroll Completion option.	
	Run Future Timecard Batch Update (105, 24)	

	Run Payroll Completion (23, 34) This step posts the completed payroll to General Ledger, Job Cost, and Payroll Earnings files. Once you run this option, you cannot recycle and make any further corrections. You will have to start a new pay cycle and make corrections in it.	Date:
	Run Audit Report (13, 23) This listing should always be run between pay cycles for all employees to ensure that detail and summary earnings records are in balance. It is much easier to find problems and make corrections immediately after they occur than several months later. In particular, the audit report must be run after payroll conversion batches to assist in validation of control totals.	

Note: If you get a scheduling lock (are unable to access screens when you enter an option) at any point during Payroll processing, do not try to fix it yourself. Scheduling locks are designed to prevent steps being taken out of sequence. Call the Product Support Desk at (925) 938-0143 for assistance. For more information about the scheduling locks used in Payroll, see “About Scheduling Locks” in Chapter 4.

How to Account for Accrued Payroll Liabilities

Tax, employer burden, and other employee deductions accrue a liability when you perform Payroll Completion and will eventually need to be paid. Since Payroll is not directly linked to Accounts Payable, you will need to relieve the G/L account by incurring an A/P liability.

To Transfer a Payroll Liability to an Accounts Payable Liability,

- Step 1:** Set up a Vendor using the Accounts Payable Application for any agency to which a check will be cut.
- Step 2:** Verify the amounts owed and the G/L account that accrues the liability using the Payroll Distribution Journal Proof (MCL415) report.
- To verify a matching 401(k) amount, use the Audit report (MCP295) to list individual employee contributions.
- Step 3:** Create a voucher using the agency Vendor. Use a home job with the same entity/organization as the liability run through Payroll.
- Enter the amount of the payroll liability, select the record and press Fetch ("F"). The system displays the Invoice Entry, G/L Account Override Screen.
- Step 4:** Specify the Payroll liability account as the debit.
- Step 5:** Cut the check through A/P as you normally would. For more information about creating vouchers or checks through A/P, see the *Accounts Payable Reference Manual*.

Direct Deposit with Multiple Payroll Libraries

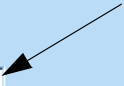
If you want to combine direct deposit information from multiple payroll libraries into a single library, you must control the setup before transmission can proceed correctly. For more information about setting up your TrueLine System to process direct deposit, see “About Direct Deposit” in Chapter 3.

Set Up Concerns

You cannot combine multiple payroll libraries if the transmission information is different, as may be the case with different payroll banks. However, combining multiple payroll libraries is ideal for a shared bank master for which only one payroll bank is used or in the case of a single transit code for multiple TrueLine bank codes.

To transmit from a single payroll library, you must place individual payroll information from your multiple libraries into a single library. This transmission library must be specified in the P/R Definition Setup of each library in the field called “Library Containing Direct Deposit Data.”

Number of Pre-notification days	1
Direct deposit bank	PR P/R BANK
Library containing direct deposit data	xx1FLS



Transmission

The payroll cycles from all libraries must complete check generation BEFORE transmission.

Records from each payroll library are written to the Definition Setup (or transmission) library at check generation. The system creates duplicate files of the BLDDTL (Mbr-DDymmdd) for each library and these files reside in the transmission library.

At transmission, when you are submitting through tape, the system writes a BTDDPEP file with members associated with the week ending date (DDmmddn where n represents one file per unique transit code (beginning with “A”). Each member is transmitted separately, but the system will transmit using the information provided in the transmission library’s Definition Setup.

When you are submitting via dial up communications, the system writes a temporary workfile associated with the week ending date (DDmmddn where n represents one file per unique transit code (beginning with “A”).

See the flowchart at the end of this section for the file workflow through transmission.

Tips

If libraries are excluded accidentally from the single transmission, run the excluded library through check generation and use re-transmission from the transmitting library.

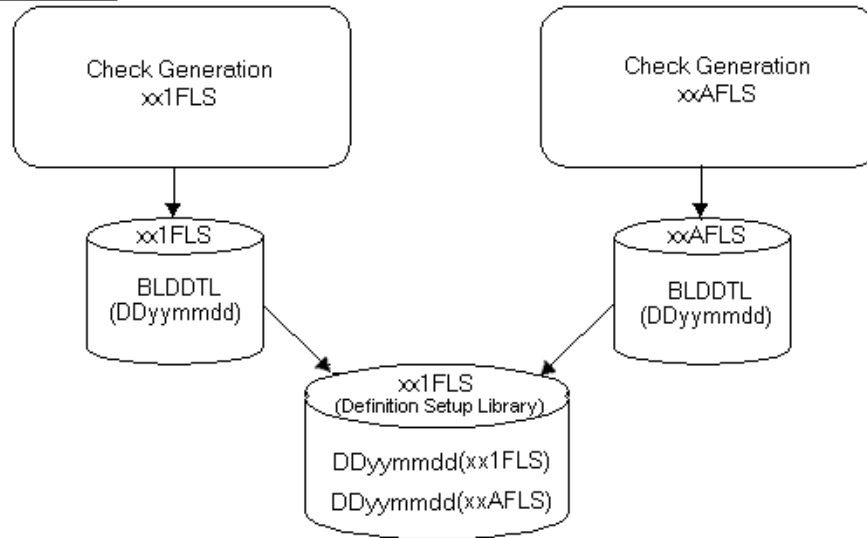
Libraries can be combined if they share a bank master transit code. If you have multiple payroll libraries that share a transit code and others that need separate transmission, a separate transmission library needs to be set up for each transit code.

Flowchart

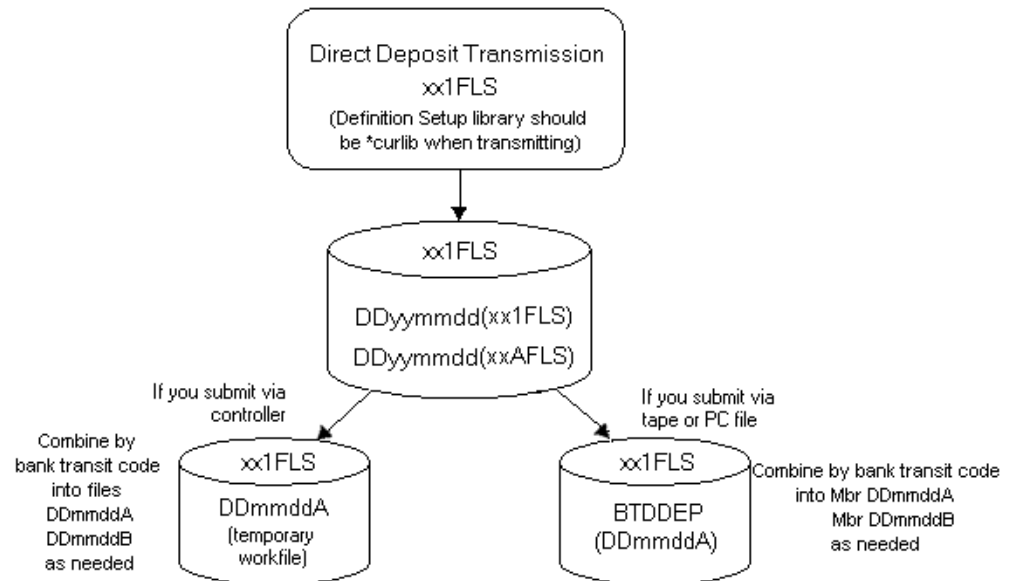
Transmission Library = xx1FLS

Definition Setup Library (Direct Deposit Data Library) = xx1FLS

JOBMC3PC23



JOBMCPC38D



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